

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MARCH 02, 2020
7:30 P.M.**

**Meeting to be held at City Hall
301 West Main Street**

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 18, 2020:

ADDRESSING THE CITY COUNCIL

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

PROCLAMATIONS / SPECIAL PRESENTATIONS

1. 2020 Street Bond Question – Informational Presentation. A presentation to impart information regarding the Street Bond Question on the March 10, 2020 ballot.

PUBLIC HEARINGS

1. Ordinance Amendment – ROW Permit. Conduct a public hearing to receive citizen comment regarding the proposed amendment to Chapter 29, Streets, Sidewalks and Other Public Places, Article II, Streets, Division 2, Permits, Sec. 29-48, Performance bond, of the Code of Ordinances of the City of Owosso to remove the cash deposit option in lieu of a bond.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

1. Project Status Report.

CONSENT AGENDA

1. Emergency Repair Authorization – Tertiary Tower Back-up Pump. Approve emergency repair and overhaul of the back-up pump for the tertiary towers at the WWTP in an amount not to exceed \$12,180.00 and authorize payment to the Professional Pump, Inc. upon satisfactory repair and installation of said unit.

2. Automatic Meter Reading System Upgrade. Approve upgrade of the Automatic Water Meter Reading System to the Aclara ONE System in the amount of \$19,500.00 and approve payment to the vendor upon satisfactory upgrade of the system.
3. Purchase Authorization - DPW Fleet Pickup Trucks. Waive competitive bidding requirements, authorize the purchase of one Ford F150 4x2 pickup and one Ford F250 4x4 pickup truck for the DPW fleet from Signature Ford Lincoln Mercury in the amount of \$53,842.00 utilizing State Contract No. 071 B7700180/Macomb County Contracts 71-15 & 21-18, approve a contingency of \$2,000.00 for estimated shipping and handling and unplanned configuration changes, and further authorize payment to the vendor upon satisfactory delivery of said vehicles.

ITEMS OF BUSINESS

None.

COMMUNICATIONS

1. Nathan R. Henne, City Manager. 2019 Planning Commission Annual Report.
2. Cheryl A. Grice, Finance Director. Revenue & Expenditure Report – January 2020.
3. Joshua D. Adams, DDA/Main Street Director. Executive Director Report – as of February 19, 2020.
4. Downtown Development Authority/Main Street. Minutes of February 5, 2020.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, March 16, 2020

BOARDS AND COMMISSIONS OPENINGS

Brownfield Redevelopment Authority – County Representative – term expires 06-30-2020
Building Board of Appeals – Alternate - term expires June 30, 2022
Building Board of Appeals – Alternate - term expires June 30, 2021
Brownfield Redevelopment Authority – term expires June 30, 2022
Downtown Loan Committee – Bank Representative - term expires June 30, 2021
Historical Commission – 2 terms expire December 31, 2020
Planning Commission – term expires June 30, 2020

ADJOURNMENT

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: city.clerk@ci.owosso.mi.us. The City of Owosso Website address is www.ci.owosso.mi.us.

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF FEBRUARY 18, 2020
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: CHARLES ADAMS, EXECUTIVE DIRECTOR
SPRINGVALE CHRISTIAN SCHOOL

PLEDGE OF ALLEGIANCE: HEATHER BROOKS, OWNER
BROOKS INNOVATIVE GRAPHICS

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika,
Councilmembers Loreen F. Bailey, Janae L. Fear, Jerome C. Haber, and
Daniel A. Law.

ABSENT: Councilmember Nicholas L. Pidek.

APPROVE AGENDA

Motion by Mayor Pro-Tem Osika to approve the agenda as presented.

Motion supported by Councilmember Law and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 3, 2020

Motion by Councilmember Bailey to approve the Minutes of the Regular Meeting of February 3, 2020 with the following correction:

Change the name of the Councilmember that supported the first motion to approve the Recreational Marijuana Facilities Ordinance from Fear to Law to give proper credit to the member that took the action.

Motion supported by Mayor Pro-Tem Osika and concurred in by unanimous vote.

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

Special Assessment District No. 2020-01 – Cedar Street, from South Street to Hampton Avenue

City Manager Nathan R. Henne gave an overview of the project planned for Cedar Street as well as a summary of the costs and how they will be allocated between the City and homeowners.

A public hearing was conducted to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2020-01 for Cedar Street, from South Street to Hampton Avenue for street rehabilitation.

There were no citizen comments regarding this matter received prior to, or during the meeting.

Motion by Councilmember Bailey that the following resolution be adopted:

RESOLUTION NO. 29-2020
SPECIAL ASSESSMENT DISTRICT NO. 2020-01
CEDAR STREET
FROM SOUTH STREET TO HAMPTON AVENUE
SPECIAL ASSESSMENT RESOLUTION NO. 5

WHEREAS, the City Council has met, after due and legal notice, and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the following described public improvement:

CEDAR STREET FROM SOUTH STREET TO HAMPTON AVENUE
STREET REHABILITATION

and

WHEREAS, all interested parties were heard and after carefully reviewing said special assessment roll the Council deems said special assessment roll to be fair, just and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$91,602.81 is hereby confirmed and shall be known as Special Assessment Roll No. 2020-01.
2. Said special assessment roll shall be divided into ten (10) installments, the first of which shall be due and payable on September 1, 2020, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by November 1, 2020.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2020 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmembers Haber, Fear, Law, Mayor Pro-Tem Osika, Councilmember Bailey, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

Special Assessment District No. 2020-02 – Clark Avenue, from Oliver Street to King Street

City Manager Nathan R. Henne gave an overview of the project planned for Cedar Street as well as a summary of the costs and how they will be allocated between the City and homeowners.

A public hearing was conducted to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2020-02 for Clark Avenue, from Oliver Street to King Street for street rehabilitation.

The following person commented in regard to the proposed special assessment roll:

Tom Kurtz, 721 Lee Street, inquired about how parking will be handled while school is in session. He also asked when Lee Street would be targeted for rehabilitation noting that it is in particularly poor shape in front of his house.

City Manager Henne said the project may start slightly before the end of the school year (making for potential parking issues). He said he would see to it that a notice goes out to nearby residents and Central School to coordinate parking in the area.

In response to Mr. Kurtz's questions City Manager Henne indicated that he would have to check to see when Lee Street is scheduled for rehabilitation.

Motion by Mayor Pro-Tem Osika that the following resolution be adopted:

RESOLUTION NO. 30-2020

**SPECIAL ASSESSMENT DISTRICT NO. 2020-02
CLARK AVENUE
FROM OLIVER STREET TO KING STREET
SPECIAL ASSESSMENT RESOLUTION NO. 5**

WHEREAS, the City Council has met, after due and legal notice, and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the following described public improvement:

CLARK AVENUE FROM OLIVER STREET TO KING STREET
STREET REHABILITATION

and

WHEREAS, all interested parties were heard and after carefully reviewing said special assessment roll the Council deems said special assessment roll to be fair, just and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$51,598.52 is hereby confirmed and shall be known as Special Assessment Roll No. 2020-02.
2. Said special assessment roll shall be divided into ten (10) installments, the first of which shall be due and payable on September 1, 2020, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by November 1, 2020.

3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2020 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmember Law, Mayor Pro-Tem Osika, Councilmembers Haber, Fear, Bailey, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 W. M-21, asked why the millage rate is not stated in the City's March bond question. He commented on what he sees as excessive obstruction charges given to City defendants and vague laws regarding police assault.

Eddie Urban, 601 Glenwood Avenue, commented on the great information that is provided by the city's local newspapers, pointing out several specific articles.

Mayor Pro-Tem Osika asked for an update on the Matthew's Building. City Manager Henne said it appears that no action by the owner has taken place to date and the City will be issuing a ticket to the owner if the sited code enforcement issues are not remedied by next Thursday.

CONSENT AGENDA

Motion by Councilmember Bailey to approve the Consent Agenda as follows:

First Reading & Set Public Hearing – ROW Permit Ordinance. Conduct the first reading and set a public hearing for Monday, March 2, 2020 at 7:30 p.m. to receive citizen comment regarding the proposed amendment to Chapter 29, Streets, Sidewalks and Other Public Places, Article II, Streets, Division 2, Permits, Sec. 29-48, *Performance bond*, of the Code of Ordinances of the City of Owosso to remove the cash deposit option in lieu of a bond as detailed in the following resolution:

RESOLUTION NO. 31-2020

FIRST READING & SET A PUBLIC HEARING FOR AN ORDINANCE AMENDING SECTION 29-48, PERFORMANCE BOND, OF THE CODE OF ORDINANCES TO REMOVE THE CASH DEPOSIT IN LIEU OF PERFORMANCE BOND OPTION

WHEREAS, the Council of the City of Owosso adopted Ordinance No. 474 on May 22, 1990 establishing regulations governing the performance of work under, over, or upon any City street by an outside person, firm, or corporation; and

WHEREAS, the Director of Public Services requests to revise Section 29-48 of Article II Streets, by removing certain language eliminating cash deposits in lieu of performance bonds, and proposing new performance bond surety amounts; and

WHEREAS, the City Council has established a long-term practice of holding a public hearing to hear all interested persons regarding any and all proposed ordinance amendments.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS THAT:

SECTION 1. AMENDMENT. Section 29-48. *Performance bond*, of Chapter 29, Streets, Sidewalks and Other Public Places, Article II, *Streets*, Division 2, Permits, is hereby amended to read:

Sec. 29-48. - Performance bond.

- (a) As a prerequisite to the issuance of a permit for which application has been made under this article, the person, firm or corporation to whom or which the permit is to be issued shall file a bond with such sureties and in such amount as ~~are acceptable to the city~~ **shown in the chart below** and conditioned upon the following:
- (1) Complete and acceptable performance of the work authorized and covered by the permit;
 - (2) Complete and acceptable performance of the conditions contained in the application for the permit; and
 - (3) Compliance with all requirements of state, county and local laws and regulations.

Amount	Type of Work
\$2,000	Any work that does not require a street cut (driveway approach, sewer line repair, water line repair with work exclusively behind the curb)
\$5,000	Any work that requires a street cut (sewer repair in street)

- (b) ~~In lieu of the foregoing bond requirement, the person, firm or corporation to whom or which the permit is to be issued may make a cash deposit conditioned upon the same terms and conditions as apply to a bond with sureties as above provided. The amount of such cash deposit shall be determined by the city engineer, but in no case shall the cash deposit be less than the amount of the bond with sureties which would otherwise be required. Six (6) months after completion of the work for which a permit is issued, whether such work is done by the person, firm or corporation to whom or which the permit is issued, the city or any other person or entity, any remaining unexpended portions of the cash deposit shall be refunded.~~
- (b) The bond shall be submitted once per calendar year. If all work performed during the permit year is satisfactory and in accordance with applicable rules and regulations, the bond shall be returned at the end of the calendar and/or permit year. Failure to comply with the applicable rules and regulations, as well as satisfactory restoration requirements, shall result in drawing on the performance bond in the amounts of actual cost for the City of Owosso to make repairs, plus a \$100 administration fee.**
- (c) In any case where the amount of the bond ~~or the cash deposit~~ does not cover all costs and expenses of the city in the completion of the work authorized and covered by the permit, the deficit shall be paid by the person, firm or corporation to whom or which the permit is issued.

SECTION 2. EFFECTIVE DATE. This amendment shall become effective twenty days after passage.

SECTION 3. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 4. PUBLIC HEARING. A public hearing is set for Monday, March 2, 2020 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

Lume Grand Opening Permission. Approve request from Green Sunrise Products, LLC dba Lume for the closure of the south west portion of Lot #10 (Comstock parking lot) from 7:00am until 10:00pm February 24, 2020 – February 29, 2020 to accommodate overflow parking for the grand opening of the Lume recreational marijuana retail facility and authorize Traffic Control Order No. 1434 formalizing the request.

Contract Amendment – Tree Removal Services.* Approve Amendment No. 1 to the contract with Forrest M. Spitzer d/b/a J & M Tree Service for tree removal services adding \$6,000.00 to the contract for the removal of trees in the area of the Owosso Drain easement and further approve payment to the contractor up to the amendment amount upon satisfactory completion of the work or portion thereof as detailed below:

RESOLUTION NO. 32-2020

APPROVAL OF AMENDMENT NO. 1 TO J&M TREE SERVICE OF FLINT, MICHIGAN FOR CONTRACTED TREE REMOVAL SERVICES

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that additional tree removal services are required within a street right of way and easement, to avoid risks of flooding and property damage to the general public; and

WHEREAS, the city of Owosso has solicited a proposal from Forrest M. Spitzer d/b/a J&M Tree Service to perform additional tree removal services to address the risk of flooding and property damage in the southwest section of the city of Owosso, and

WHEREAS, Forrest M. Spitzer d/b/a J&M Tree Service has offered to provide the additional tree removal services in the amount of \$6,000.00.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to amend the tree removal services contract with Forrest M. Spitzer d/b/a J&M Tree Service of Flint, Michigan to remove additional trees within a street right of way and easement in the amount of \$6,000.00.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document attached as Amendment No. 1 contract for services between the city of Owosso, Michigan and Forrest M. Spitzer d/b/a J&M Tree Service in the amount of \$6,000.00.
- THIRD: The accounts payable department is authorized to pay Forrest M. Spitzer d/b/a J&M Tree Service for work satisfactorily completed in the amount of \$30,200.00, plus contingency work in the amount of \$8,000.00, and Amendment No. 1 in the amount of \$6,000.00 for a total of \$44,200.00.
- FOURTH: The above expenses shall be paid from accounts 202/203-480-818.000.

Purchase Authorization – Street Sweeper. Waive competitive bidding requirements, authorize the purchase of one Elgin Pelican Street Sweeper from Bell Equipment Company, holder of State of Michigan

Contract No. 071B7700091, in the amount of \$174,956.00, approve contingency funds for transportation and delivery expenses in the amount of \$2,000.00, and authorize payment up to the amount of \$176,956.00 as follows:

RESOLUTION NO. 33-2020

**AUTHORIZING PURCHASE ORDER WITH
BELL EQUIPMENT COMPANY OF LAKE ORION, MICHIGAN TO PROCURE ONE
ELGIN PELICAN STREET SWEEPER
FOR USE IN THE FLEET MOTOR POOL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the replacement of a street sweeper used for the maintenance of streets and compliance with state of Michigan MS4 storm water regulations of 2003, and

WHEREAS, the existing street sweeper is nearing its cost efficient useful life, and

WHEREAS, the City of Owosso Director of Public Services & Utilities has reviewed the replacement equipment on the State of Michigan MiDeal Contract as priced by Bell Equipment Company, and recommends authorizing a purchase order with Bell Equipment for the purchase of one (1) each Elgin Pelican street sweeper on the State of Michigan MiDeal Contract, 071B7700091, and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Bell Equipment Company of Lake Orion, Michigan for the purchase of one (1) each Elgin Pelican street sweeper on State of Michigan MiDeal Contract 071B7700091, for use in the Fleet Motor Pool, in the amount of \$174,956.00.

SECOND: The accounts payable department is authorized to submit payment to Bell Equipment Company in the amount of \$174,956.00, plus contingency funds in the amount of \$2,000.00 for transportation & delivery expenses and unplanned configuration changes for a total of \$176,956.00.

THIRD: The above expenses shall be paid from account no. 661-901-979.000.

Warrant No. 581. Authorize Warrant No. 581 as follows:

Vendor	Description	Fund	Amount
Gould Law, P.C.	Professional services-9/10/19-10/14/19	General	\$10,537.28

Check Register – January 2020.* Affirm check disbursements totaling \$3,426,888.40 for January 2020.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmember Fear, Mayor Pro-Tem Osika, Councilmembers Law, Haber, Bailey, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

Mayor Eveleth noted that they had forgotten to address the citizen question regarding the March ballot measure. City Manager Henne responded to Mr. Manke saying he would provide the information he was requesting, he further noted that the City would soon be putting out information on the ballot measure to posting to social media.

ITEMS OF BUSINESS

Notice of Intent to Issue Revenue Bonds and Right to Referendum – Sewer Collection System

City Manager Henne noted that this action would start the 45-day referendum period required for the sale of bonds. He went on to note that the bond in question would have a 20-year maturity and give 2% interest.

Motion by Councilmember Bailey to adopt the following resolution of Notice of Intent to Issue Revenue Bonds and Right to Referendum thereof for the proposed issuance of bonds to finance the 2020 SRF sewer collection system projects:

RESOLUTION NO. 34-2020

AUTHORIZING NOTICE OF INTENT TO ISSUE SEWER SYSTEM REVENUE BONDS

WHEREAS, the City of Owosso, County of Shiawassee, State of Michigan (the "City") determines it to be necessary for the public health, safety and welfare of the City and its residents to acquire and construct improvements to the City's sewer system including, but not limited to, replacement and rehabilitation of sewer pipes and manholes, together with any appurtenances and attachments and any related site improvements (collectively, the "Project"); and

WHEREAS, the City anticipates it will obtain funding for the Project from the State Revolving Fund (SRF), a low interest loan financing program administered by the State of Michigan Department of Treasury and the Michigan Finance Authority; and

WHEREAS, in order to obtain loans from the SRF Program, the City must issue bonds, and the Revenue Bond Act, Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), provides a means for financing the acquisition, construction, and improvement of public improvements such as the Project through the issuance of bonds payable from revenues of the City's Sewer System (the "System"); and

WHEREAS, the issuance of bonds under Act 94 payable from revenues of the System (the "Revenue Bonds") for the purpose of financing the Project represents the most practical means to that end, and Section 33 of Act 94 requires the City to publish a notice of intent before the City can issue the Revenue Bonds; and

WHEREAS, it will be necessary for the City to issue the Revenue Bonds in an aggregate amount not-to-exceed One Million Three Hundred Forty Thousand Dollars (\$1,340,000).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is hereby authorized and directed to publish, or cause to be published, a notice of intent to issue the Revenue Bonds in the Argus-Press, a newspaper of general circulation in the City. The notice of intent shall be published as a one-quarter (1/4) page display advertisement in substantially the following form:

NOTICE TO ELECTORS OF THE CITY OF OWOSSO
AND TO USERS OF THE CITY'S SEWER SYSTEM
OF INTENT TO ISSUE REVENUE BONDS
AND THE RIGHT OF REFERENDUM THEREON

PLEASE TAKE NOTICE that the City Council of the City of Owosso, County of Shiawassee, State of Michigan, intends to issue and sell revenue bonds pursuant to Act 94, Public Acts of Michigan, 1933, as amended, in an amount not to exceed One Million Three Hundred Forty Thousand Dollars (\$1,340,000) for the purpose of paying costs to acquire and construct improvements to the City's sewer system including, but not limited to, replacement and rehabilitation of sewer pipes and manholes, together with any appurtenances and attachments and any related site improvements.

The Revenue Bonds may be issued in one or more series and may be combined with bonds issued for other purposes as shall be determined by the City Council. Each series of the Revenue Bonds will mature in annual installments not to exceed the maximum permitted by law, with interest on the unpaid balance from time to time remaining outstanding on said bonds to be payable at rates to be determined at sale of the Revenue Bonds but in no event to exceed such rates as may be permitted by law.

SOURCE OF PAYMENT OF REVENUE BONDS

THE PRINCIPAL OF AND INTEREST ON THE REVENUE BONDS SHALL BE PAYABLE solely from the revenues received by the City from the operations of the Sewer System, except as provided below if the revenue bonds are sold to the Michigan Finance Authority. The revenues will consist of rates and charges billed to the users of the System, a schedule of which is available at www.ci.owosso.mi.us/utilities. The rates and charges may from time to time be revised to provide sufficient revenues to provide for the expenses of operating and maintaining the System, to pay the principal of and interest on the revenue bonds and other obligations of the System, and to provide reserves for these purposes.

ADDITIONAL POTENTIAL SOURCES OF PAYMENTS

The City anticipates that it will sell the revenue bonds to the Michigan Finance Authority. The Michigan Finance Authority may require the City to pledge for the payment of the revenue bonds money received or to be received by the City derived from imposition of taxes by the State and returned to the City as provided by law, except for money the use of which is prohibited for such purposes by the State Constitution. The City may enter into an agreement providing for the payment to the Michigan Finance Authority or a trustee of taxes collected by the State and returned to the City, and such funds may be pledged for the payment of the revenue bonds.

RIGHT OF REFERENDUM

THE REVENUE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A VALID PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE REVENUE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY VOTING THEREON. If such petition is filed and the electors of the City voting thereon approve the issuance of the revenue bonds, then the bonds may be payable from revenues or from ad valorem taxes that may be levied on all taxable property in the City without limitation as to rate or amount.

THIS NOTICE is given pursuant to the requirements of Section 33, Act 94, Public Acts of Michigan, 1933, as amended.

*Amy K. Kirkland, City Clerk
City of Owosso*

2. The City Council does hereby determine that the foregoing form of notice of intent to issue the Revenue Bonds, and the manner of publication directed, is adequate notice to the electors of the City and the users of the System, and is the method best calculated to give them notice of the City's intent to issue the Revenue Bonds, the purpose of the Revenue Bonds, the source of payment of the Revenue Bonds, the security for the Revenue Bonds and the electors' right of referendum, and that the provision of forty-five (45) days within which to file a referendum petition is adequate to insure that the City's electors may exercise their legal rights of referendum, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

3. The City may incur expenditures for the Project prior to receipt of proceeds of the Revenue Bonds, and may advance moneys for that purpose from the funds of the System to be reimbursed from proceeds of the Revenue Bonds when available.

4. The City hereby makes the following declaration of intent for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) As of the date hereof, the City reasonably expects to reimburse itself with the proceeds of debt to be incurred by the City for costs of the Project that were or will be paid subsequent to sixty (60) days prior to the date hereof.
- (b) The maximum principal amount of debt expected to be issued for the Project is \$1,340,000.
- (c) The expenditures described above are "capital expenditures" as defined in Treasury Regulation § 1.150-1(b), which are any costs of a type which are properly chargeable to a capital account (or would be so chargeable with a proper election or with the application of the definition of placed in service under Treas. Reg. § 1.150-2(c)) under general Federal income tax principles (as determined at the time the expenditure is paid).

5. The City requests Robert W. Baird & Co., Incorporated to serve as Loan Facilitation Agent to assist the City in preparation and planning for the sale of the Revenue Bonds.

6. The City requests Miller, Canfield, Paddock and Stone, P.L.C. ("Miller, Canfield") to continue as bond counsel to the City for the Revenue Bonds. The City recognizes that Miller, Canfield has represented from time to time, and currently represents, the Michigan Finance Authority and various underwriters, financial institutions and other potential participants in the financing process for unrelated projects, any of which might offer to purchase the Revenue Bonds. The City requests Miller, Canfield to continue as bond counsel, notwithstanding the potential concurrent representation of any such potential participant regarding any unrelated matter.

7. The Finance Director is authorized to apply to a rating agency for a credit assessment if necessary to comply with requirements to participate in the State Revolving Fund program.

8. The officers, administrators, agents and attorneys of the City are authorized and directed to take all other actions necessary and convenient to facilitate preparation of the Revenue Bonds for sale. The Revenue Bonds will be sold only after the City Council approves a resolution or ordinance authorizing issuance and sale of the Revenue Bonds.

9. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are hereby rescinded.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Mayor Pro-Tem Osika, Councilmembers Haber, Fear, Bailey, Law, and Mayor Eveleth.
NAYS: None.
ABSENT: Councilmember Pidek.

Notice of Intent to Issue Revenue Bonds and Right to Referendum – WWTP Improvements

The terms of this bond would be the same as the bond above.

Motion by Mayor Pro-Tem Osika to adopt the following resolution of Notice of Intent to Issue Revenue Bonds and Right to Referendum thereof for the proposed issuance of bonds to finance the 2020 SRF Waste Water Treatment Plant projects:

RESOLUTION NO. 35-2020

**AUTHORIZING NOTICE OF INTENT TO ISSUE
WASTEWATER TREATMENT SYSTEM REVENUE BONDS**

WHEREAS, the City of Owosso, County of Shiawassee, State of Michigan (the "City") determines it to be necessary for the public health, safety and welfare of the City and its residents to acquire and construct improvements and repairs to the City's wastewater treatment plant including installation of new headworks screw pumps and motors, and grit chamber mechanical parts, together with any appurtenances and attachments and any related site improvements (collectively, the "Project"); and

WHEREAS, the City anticipates it will obtain funding for the Project from the State Revolving Fund (SRF), a low interest loan financing program administered by the State of Michigan Department of Treasury and the Michigan Finance Authority; and

WHEREAS, in order to obtain loans from the SRF Program, the City must issue bonds, and the Revenue Bond Act, Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), provides a means for financing the acquisition, construction, and improvement of public improvements such as the Project through the issuance of bonds payable from revenues of the City's Wastewater Treatment System (the "System"); and

WHEREAS, the issuance of bonds under Act 94 payable from revenues of the System (the "Revenue Bonds") for the purpose of financing the Project represents the most practical means to that end, and Section 33 of Act 94 requires the City to publish a notice of intent before the City can issue the Revenue Bonds; and

WHEREAS, it will be necessary for the City to issue the Revenue Bonds in an aggregate amount not-to-exceed Two Million One Hundred Forty-Five Thousand Dollars (\$2,145,000).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is hereby authorized and directed to publish, or cause to be published, a notice of intent to issue the Revenue Bonds in the Argus-Press, a newspaper of general circulation in the City. The notice of intent shall be published as a one-quarter (1/4) page display advertisement in substantially the following form:

NOTICE TO ELECTORS OF THE CITY OF OWOSSO
AND TO USERS OF THE CITY'S
WASTEWATER TREATMENT SYSTEM
OF INTENT TO ISSUE REVENUE BONDS
AND THE RIGHT OF REFERENDUM THEREON

PLEASE TAKE NOTICE that the City Council of the City of Owosso, County of Shiawassee, State of Michigan, intends to issue and sell revenue bonds pursuant to Act 94, Public Acts of Michigan, 1933, as amended, in an amount not to exceed Two Million One Hundred Forty-Five Thousand Dollars (\$2,145,000) for the purpose of paying costs to acquire and construct improvements and repairs to the City's wastewater treatment plant including installation of new headworks screw pumps and motors, and grit chamber mechanical parts, together with any appurtenances and attachments and any related site improvements.

The Revenue Bonds may be issued in one or more series and may be combined with bonds issued for other purposes as shall be determined by the City Council. Each series of the Revenue Bonds will mature in annual installments not to exceed the maximum permitted by law, with interest on the unpaid balance from time to time remaining outstanding on said bonds to be payable at rates to be determined at sale of the Revenue Bonds but in no event to exceed such rates as may be permitted by law.

SOURCE OF PAYMENT OF REVENUE BONDS

THE PRINCIPAL OF AND INTEREST ON THE REVENUE BONDS SHALL BE PAYABLE solely from the revenues received by the City from the operations of the Wastewater Treatment System, except as provided below if the revenue bonds are sold to the Michigan Finance Authority. The revenues will consist of rates and charges billed to the users of the System, a schedule of which is available from the City's Public Utilities Department. The rates and charges may from time to time be revised to provide sufficient revenues to provide for the expenses of operating and maintaining the System, to pay the principal of and interest on the revenue bonds and other obligations of the System, and to provide reserves for these purposes.

ADDITIONAL POTENTIAL SOURCES OF PAYMENTS

The City anticipates that it will sell the revenue bonds to the Michigan Finance Authority. The Michigan Finance Authority may require the City to pledge for the payment of the revenue bonds money received or to be received by the City derived from imposition of taxes by the State and returned to the City as provided by law, except for money the use of which is prohibited for such purposes by the State Constitution. The City may enter into an agreement providing for the payment to the Michigan Finance Authority or a trustee of taxes collected by the State and returned to the City, and such funds may be pledged for the payment of the revenue bonds.

RIGHT OF REFERENDUM

THE REVENUE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A VALID PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE REVENUE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY VOTING THEREON. If such petition is filed and the electors of the City voting thereon approve the issuance of the revenue bonds, then the bonds may be payable from revenues or from ad valorem taxes that may be levied on all taxable property in the City without limitation as to rate or amount.

THIS NOTICE is given pursuant to the requirements of Section 33, Act 94, Public Acts of Michigan, 1933, as amended.

*Amy K. Kirkland, City Clerk
City of Owosso*

2. The City Council does hereby determine that the foregoing form of notice of intent to issue the Revenue Bonds, and the manner of publication directed, is adequate notice to the electors of the City and the users of the System, and is the method best calculated to give them notice of the City's intent to issue the Revenue Bonds, the purpose of the Revenue Bonds, the source of payment of the Revenue Bonds, the security for the Revenue Bonds and the electors' right of referendum, and that the provision of forty-five (45) days within which to file a referendum petition is adequate to insure that the City's electors may exercise their legal rights of referendum, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

3. The City may incur expenditures for the Project prior to receipt of proceeds of the Revenue Bonds, and may advance moneys for that purpose from the funds of the System to be reimbursed from proceeds of the Revenue Bonds when available.

4. The City hereby makes the following declaration of intent for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) As of the date hereof, the City reasonably expects to reimburse itself with the proceeds of debt to be incurred by the City for costs of the Project that were or will be paid subsequent to sixty (60) days prior to the date hereof.
- (b) The maximum principal amount of debt expected to be issued for the Project is \$2,145,000.
- (c) The expenditures described above are "capital expenditures" as defined in Treasury Regulation § 1.150-1(b), which are any costs of a type which are properly chargeable to a capital account (or would be so chargeable with a proper election or with the application of the definition of placed in service under Treas. Reg. § 1.150-2(c)) under general Federal income tax principles (as determined at the time the expenditure is paid).

5. The City requests Robert W. Baird & Co., Incorporated to serve as Loan Facilitation Agent to assist the City in preparation and planning for the sale of the Revenue Bonds.

6. The City requests Miller, Canfield, Paddock and Stone, P.L.C. ("Miller, Canfield") to continue as bond counsel to the City for the Revenue Bonds. The City recognizes that Miller, Canfield has represented from time to time, and currently represents, the Michigan Finance Authority and various underwriters, financial institutions and other potential participants in the financing process for unrelated projects, any of which might offer to purchase the Revenue Bonds. The City requests Miller, Canfield to continue as bond counsel, notwithstanding the potential concurrent representation of any such potential participant regarding any unrelated matter.

7. The Finance Director is authorized to apply to a rating agency for a credit assessment if necessary to comply with requirements to participate in the State Revolving Fund program.

8. The officers, administrators, agents and attorneys of the City are authorized and directed to take all other actions necessary and convenient to facilitate preparation of the Revenue Bonds for sale. The Revenue Bonds will be sold only after the City Council approves a resolution or ordinance authorizing issuance and sale of the Revenue Bonds.

9. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are hereby rescinded.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Mayor Pro-Tem Osika, Councilmembers Bailey, Haber, Fear, Law, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

COMMUNICATIONS

Treena M. Chick, City Assessor. March Board of Review – Assessment Changes.

N. Bradley Hissong, Building Official. January 2020 Building Department Report.

N. Bradley Hissong, Building Official. January 2020 Code Violations Report.

N. Bradley Hissong, Building Official. January 2020 Inspection Report.

N. Bradley Hissong, Building Official. January 2020 Certificates Issued Report.

Kevin D. Lenkart, Public Safety Director. January 2020 Police Report.

Kevin D. Lenkart, Public Safety Director. January 2020 Fire Report.

DDA/Main Street Board. Minutes of January 8, 2020.

Historical Commission. Minutes of January 13, 2020.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 W. M-21, thanked the City for hiring Albert Martenis III as the new Historical Properties Director and he asked once again why the millage rate is not included in the City's March bond request. City Clerk Amy K. Kirkland noted that the millage rate is indeed included in the question as it is required by law.

Eddie Urban, 601 Glenwood Avenue, spoke about a recent article he had read regarding control of feral cat populations and how was recently stopped by the State Police in his own yard because he looked suspicious.

Mr. Manke apologized for not seeing the millage rate in the ballot question.

Councilmember Bailey thanked the high school students in attendance this evening. She also reminded everyone that there will be a shelter making project here at City Hall this Sunday for anyone that is interested.

Councilmember Law announced that on March 15th the Shiawassee County Fire Fighters' Memorial Committee will be hosting a 9 Pin, No Tap bowling tournament as a fund raiser for the memorial.

NEXT MEETING

Monday, March 02, 2020

BOARDS AND COMMISSIONS OPENINGS

Brownfield Redevelopment Authority – County Representative – term expires 06-30-2020

Building Board of Appeals – Alternate - term expires June 30, 2022

Building Board of Appeals – Alternate - term expires June 30, 2021

Brownfield Redevelopment Authority – term expires June 30, 2022

Downtown Loan Committee – Bank Representative - term expires June 30, 2021

Historical Commission – 2 terms expire December 31, 2020

Planning Commission – term expires June 30, 2020

ADJOURNMENT

Motion by Mayor Pro-Tem Osika for adjournment at 8:06 p.m.

Motion supported by Councilmember Fear and concurred in by unanimous vote.

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

*Due to their length, text of marked items is not included in the minutes. Full text of these documents is on file in the Clerk's Office.

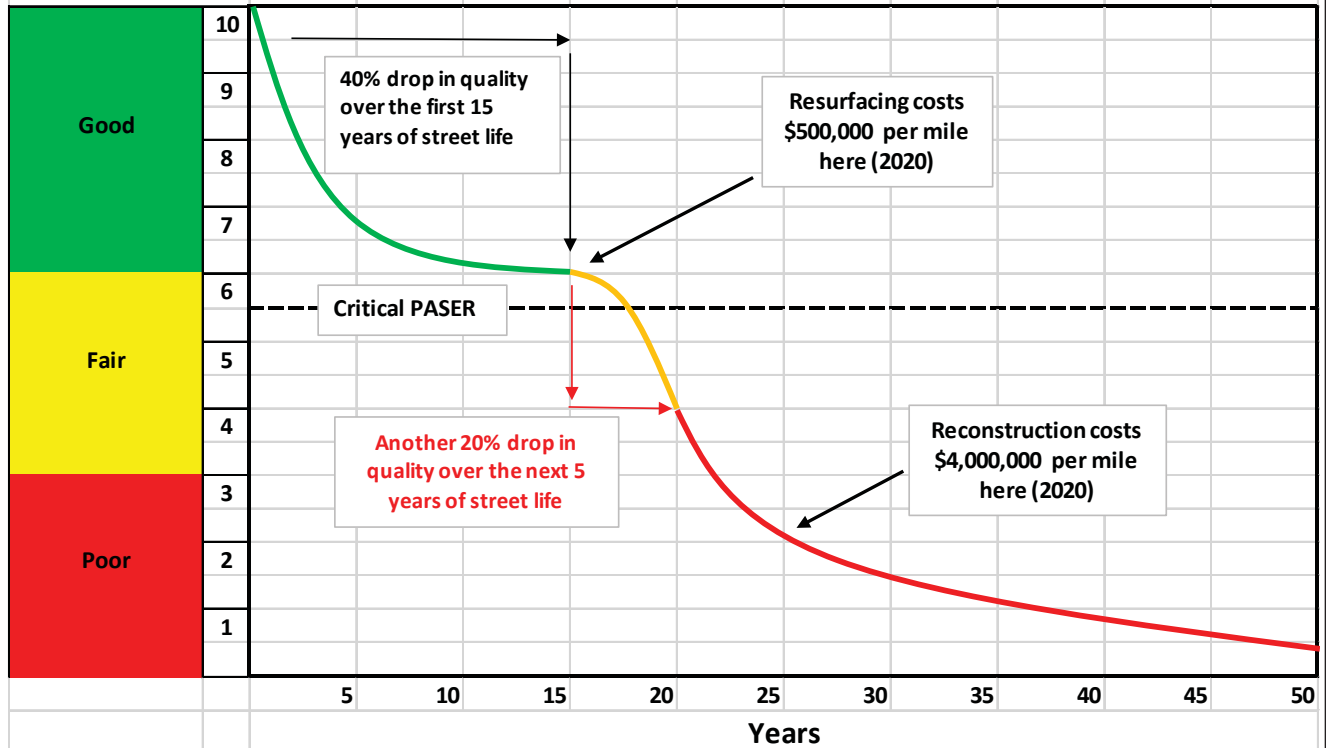


2020 Street Millage Ballot Question: March 10, 2020 Election

Overview

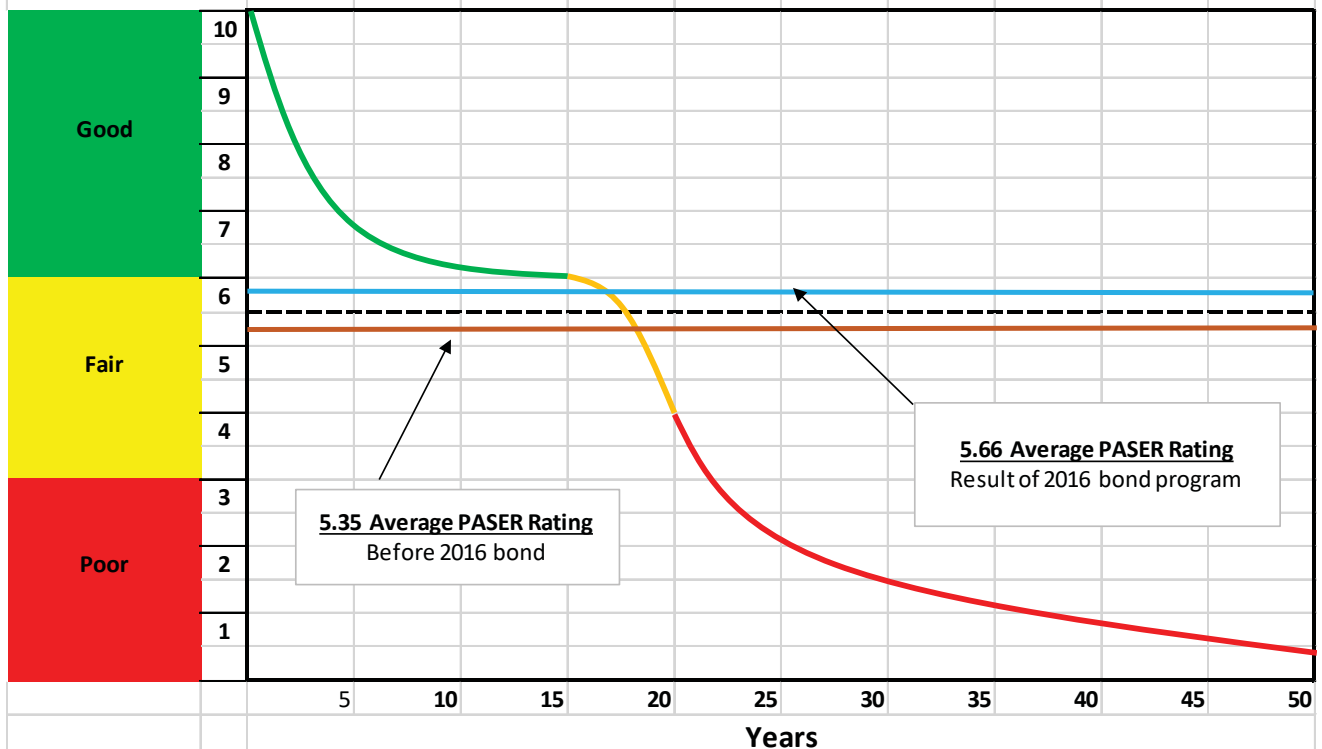
- In December, 2019 City Council voted to place a \$10 million bond issue on the March, 2020 ballot.
- The first \$10 million bond measure passed in 2016 will be exhausted by 2023 as street projects are completed
 - After this year's projects are completed, the city will have expended \$8,800,000 of the 2016 bond measure
 - Including special assessments, grants, ACT 51 dollars, water/sewer funds, and Township payments, the city has invested \$18,000,000 into streets and utilities under those streets.

PASER Rating



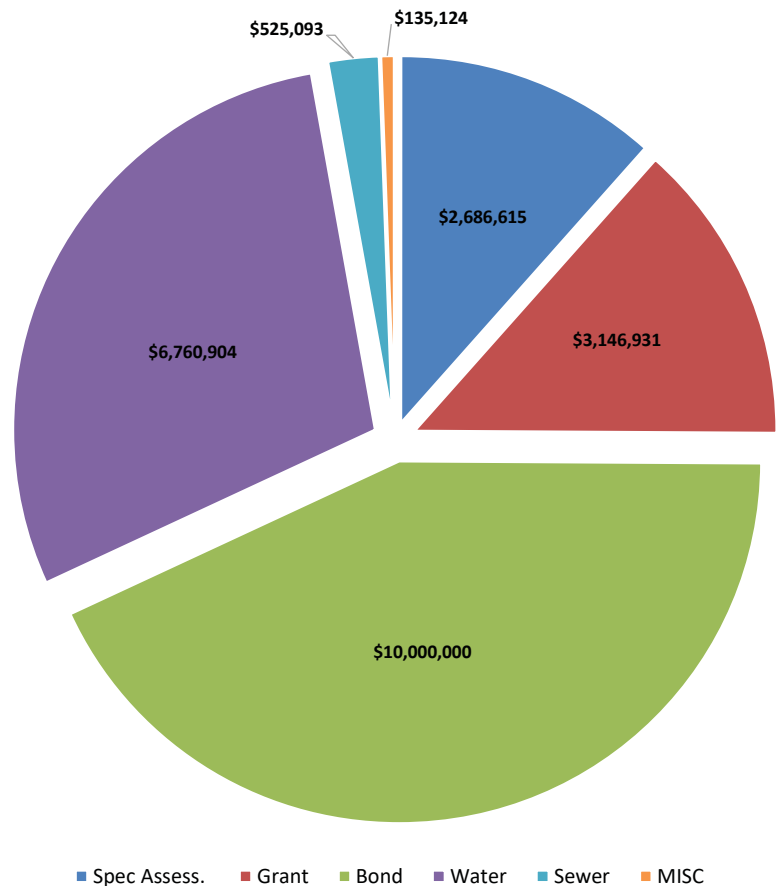
Owosso

PASER Rating



- 2016 Streets Bond Projects
 - \$10,000,000
 - 2016 bond money
 - \$2,686,615
 - Special Assessments
 - \$3,146,931
 - Grants
 - Water
 - \$6,760,904
 - Sewer
 - \$525,093
 - MISC
 - \$135,124
 - **Streets**
 - **\$15,968,670**
 - **TOTAL**
 - **\$23,254,667**
- (2016 – year end 2023)

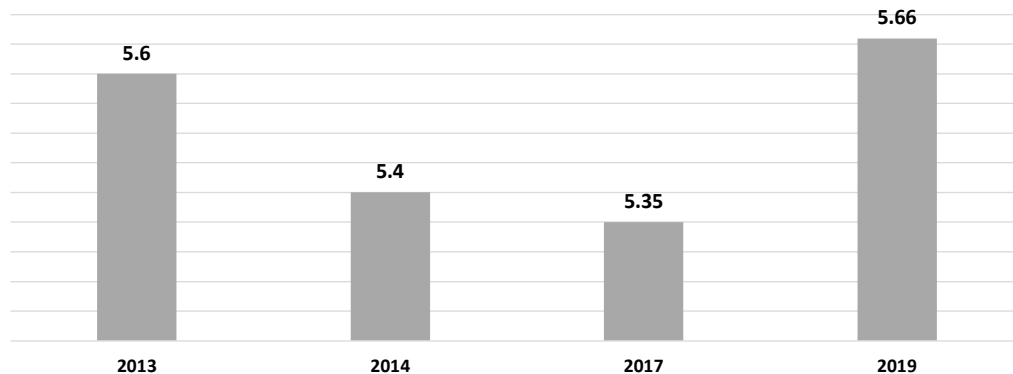
2016 Street Bond Projects Including Utilities (2016-2023)



Effect on Overall Street System Condition

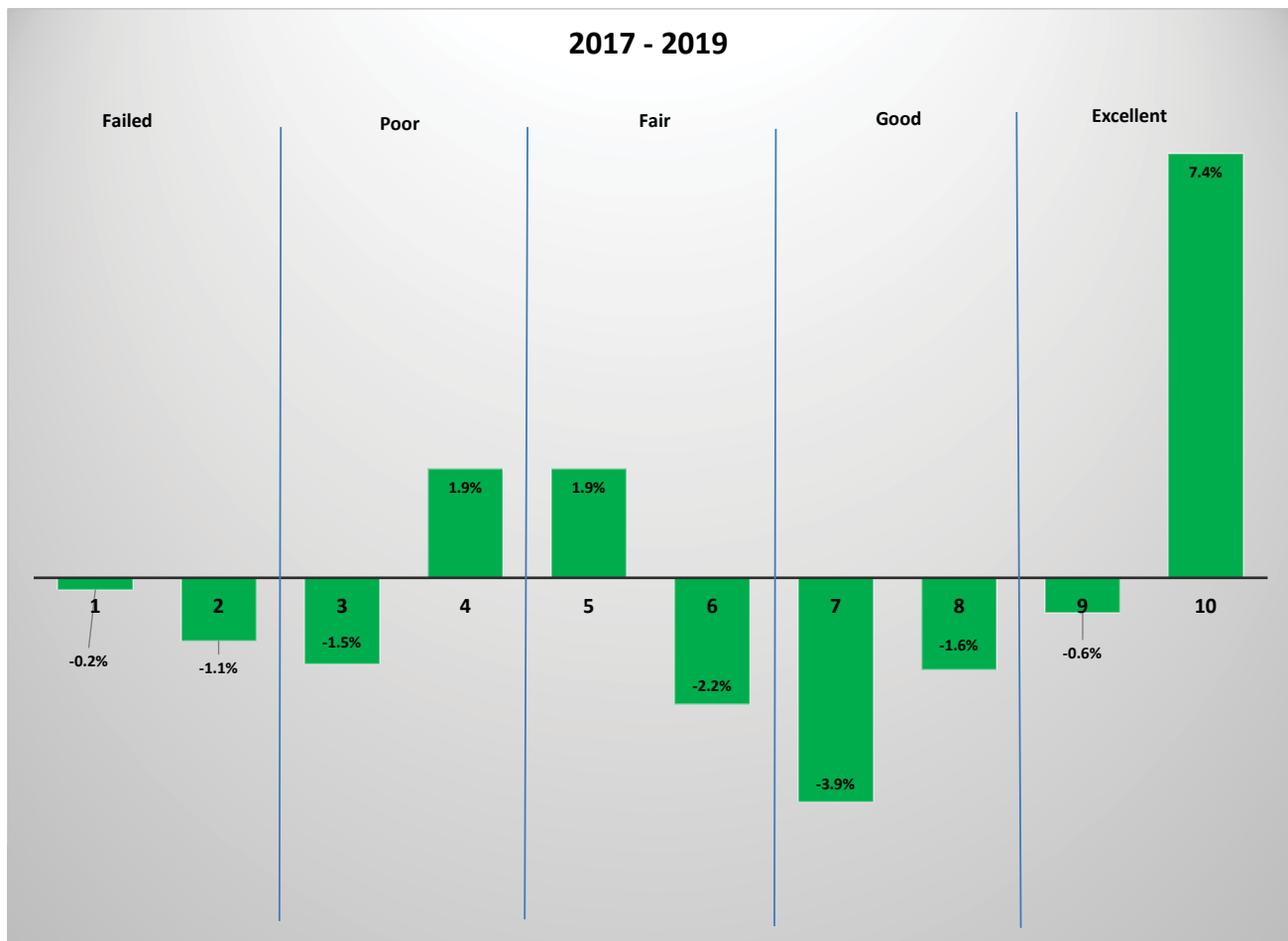
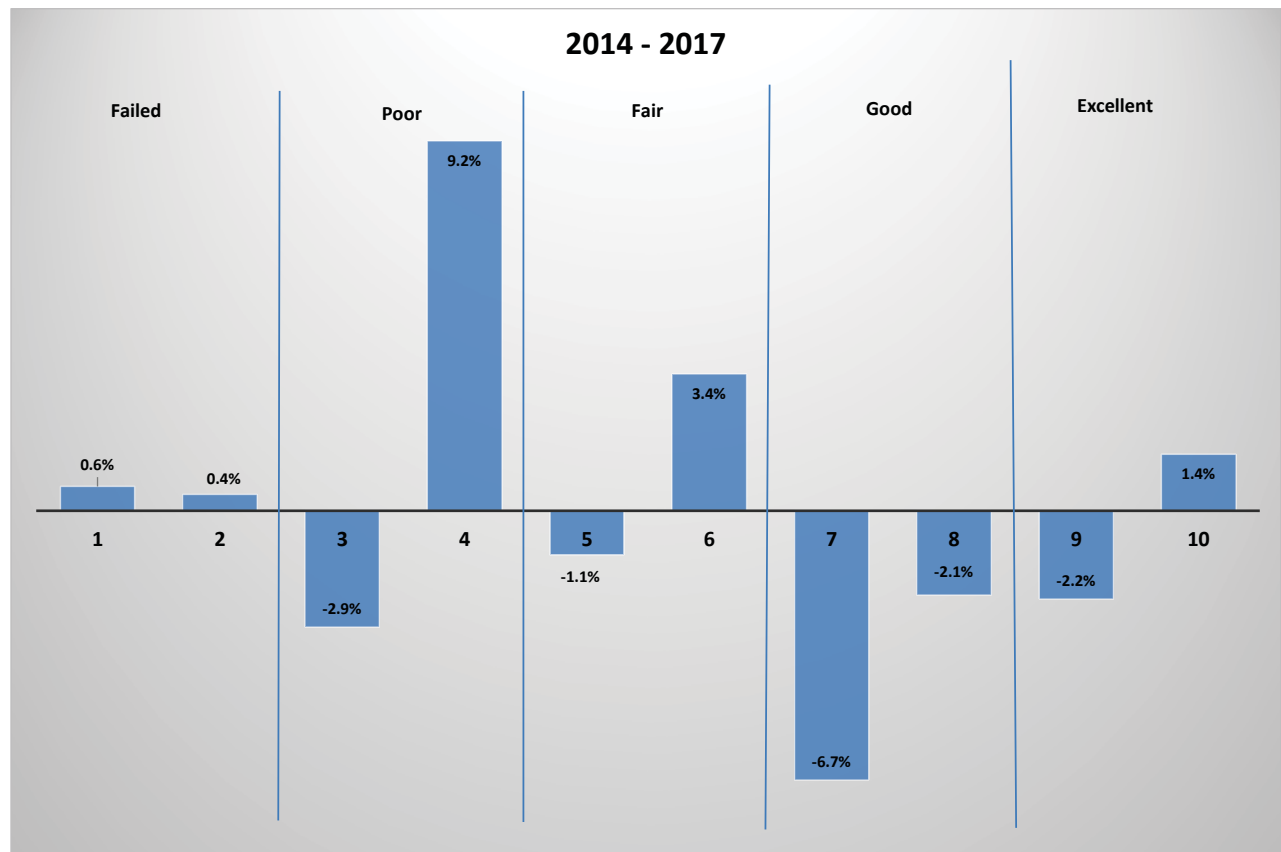
- Every three years the City Engineer conducts a PASER survey of all city streets.
 - PASER is a scale of 1-10 (worst to best)

Average PASER Rating

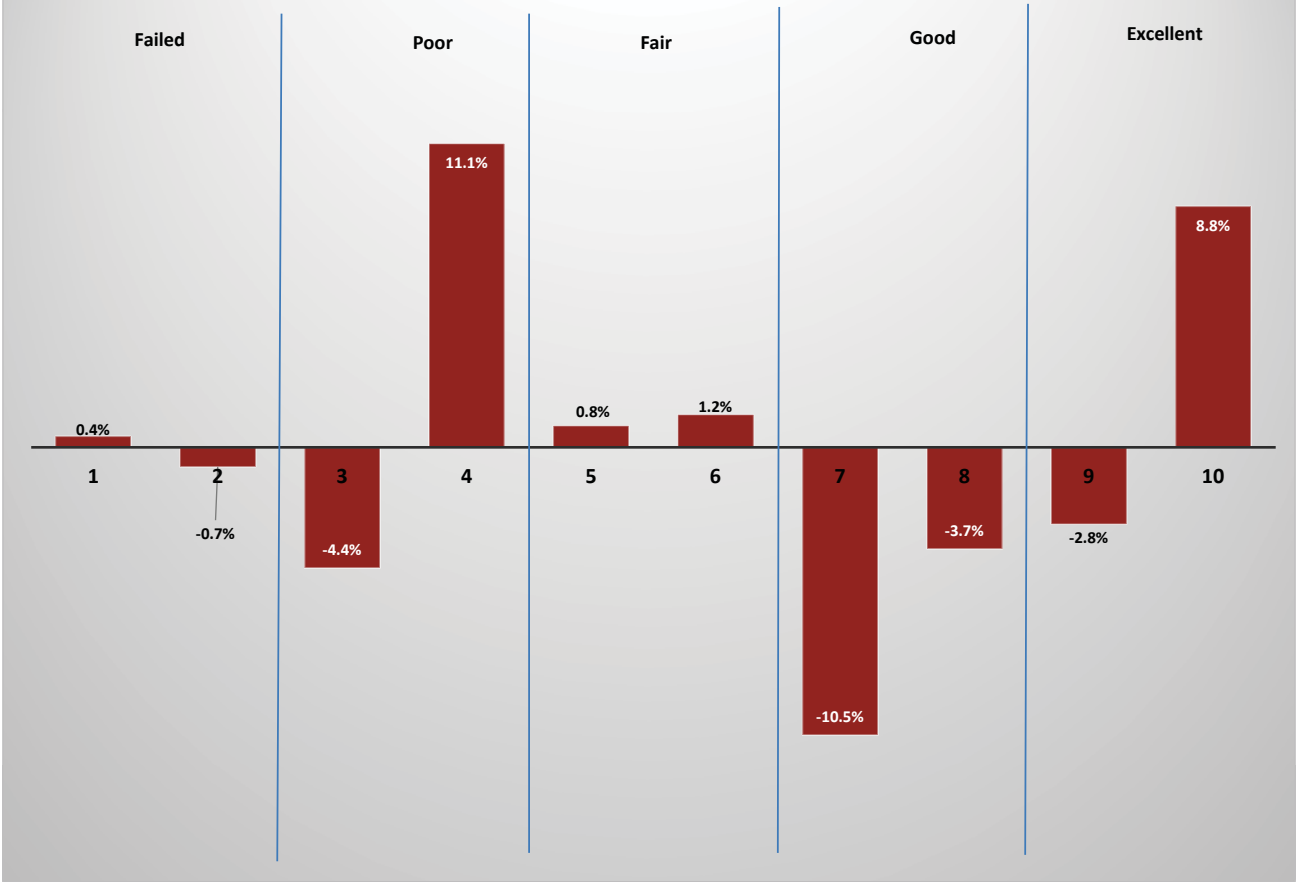


- 2016 bond measure has improved the overall condition rating of the street system by 6%
 - This was predicted by Dr. Abass Butt in his 2013 presentation to City Council.

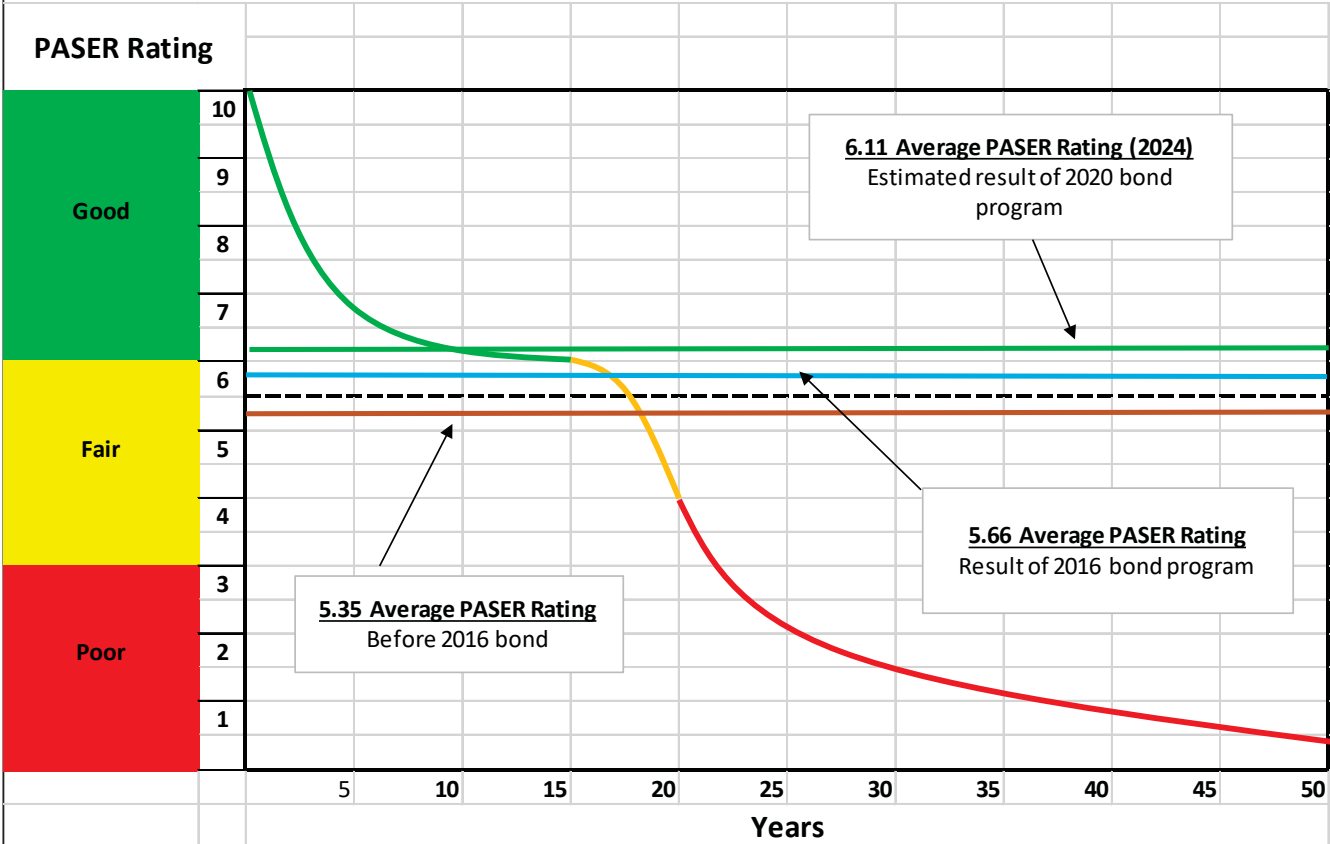
Changes in PASER Ratings



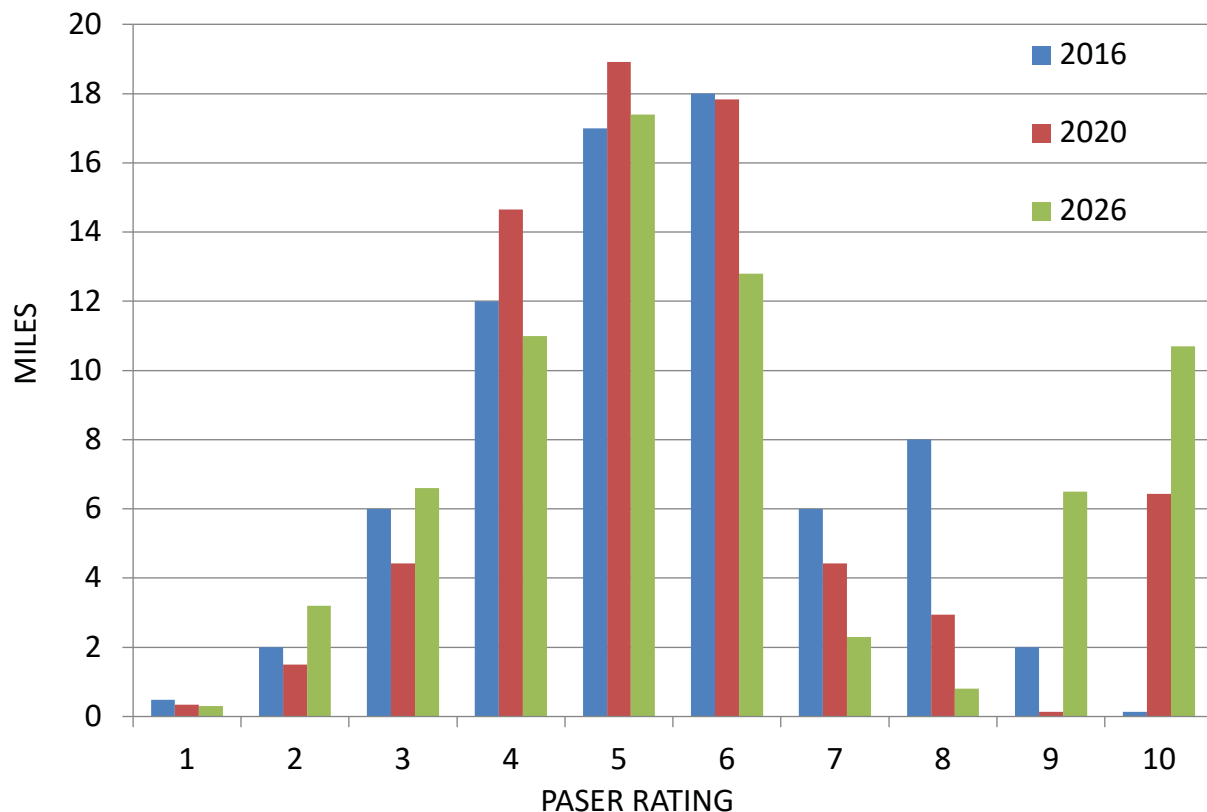
2014 to 2019



2020 Street Bond



Result of another \$10 million street bond



Conclusions

- 2016 street bond brought overall condition of system to what it was in 2013 (FAIR).
- An additional \$10 million bond passed in 2020 would improve the overall condition of the system to GOOD
- No additional bond money would reduce the condition of the system over time even considering Owosso's annual ACT 51 revenue the city receives from the state gas tax
 - At first, conditions would decline quickly to meet pre-2016 bond measure conditions (FAIR)
 - After about 5 years, the overall street condition for the city will be rated POOR

How Much Will This Cost Me?

If the taxable value on your home is \$50,000, this would cost you approximately \$128 per year, or just over \$10 per month.

* Based on the estimated millage to be levied in 2021 of 2.5689 mills (\$2.5689 per \$1,000 of taxable value)



This memo reprinted
from the meeting of
February 18, 2020.

301 W MAIN ST • OWOSSO, MI 48867-2958 • 989-725-0555 • FAX 989-723-8854

DATE: February 26, 2020
TO: City Council
FROM: Glenn M. Chinavare, Director of Public Services & Utilities
SUBJECT: Proposed Revision of Sec. 29-48 of the Code re: Streets Right of Way (ROW) Permit

RECOMMENDATION:

Conduct first reading and set a public hearing for Monday, March 2, 2020 at 7:30 p.m. to receive citizen comment regarding the proposed amendment to Chapter 29, Streets, Sidewalks and Other Public Places, Article II, Streets, Division 2, Permits, Sec. 29-48, *Performance bond*, of the Code of Ordinances of the City of Owosso to remove the cash deposit option in lieu of a bond.

BACKGROUND:

The long standing practice for issuing street ROW permits to contractors has involved the receipt of cash in the form of a \$50.00 check, which was returned after satisfactory completion of work involving excavations within the street ROW. This \$50.00 surety is not sufficient to guarantee acceptable restoration of streets, and involves another monetary transaction that is costly in staff hours to process.

Section 29-48 is hereby requested to be amended, eliminating the option of providing a cash deposit versus issuance of a performance bond and establishing new surety amounts.

FISCAL IMPACTS:

None

Document originated by: Glenn M. Chinavare, Director of Public Services & Utilities

Attachment: (1) Resolution

ORDINANCE NO.

**AN ORDINANCE AMENDING SECTION 29-48, PERFORMANCE BOND,
OF THE CODE OF ORDINANCES
TO REMOVE THE CASH DEPOSIT IN LIEU OF PERFORMANCE BOND OPTION**

WHEREAS, the Council of the City of Owosso adopted Ordinance No. 474 on May 22, 1990 establishing regulations governing the performance of work under, over, or upon any City street by an outside person, firm, or corporation; and

WHEREAS, the Director of Public Services has requested revision of Section 29-48 of Article II Streets, by removing certain language eliminating cash deposits in lieu of performance bonds, and proposing new performance bond surety amounts; and

WHEREAS, City of Owosso staff recommends the ordinance be changed to update the provisions regarding performance bonds; and

WHEREAS, the City Council has conducted a public hearing on the proposed amendment and heard all interested persons.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS THAT:

SECTION 1. AMENDMENT. Section 29-48. *Performance bond*, of Chapter 29, Streets, Sidewalks and Other Public Places, Article II, *Streets*, Division 2, Permits, is hereby amended to read:

Sec. 29-48. - Performance bond.

(a) As a prerequisite to the issuance of a permit for which application has been made under this article, the person, firm or corporation to whom or which the permit is to be issued shall file a bond with such sureties and in such amount as shown in the chart below and conditioned upon the following:

- (1) Complete and acceptable performance of the work authorized and covered by the permit;
- (2) Complete and acceptable performance of the conditions contained in the application for the permit; and
- (3) Compliance with all requirements of state, county and local laws and regulations.

Amount	Type of Work
\$2,000	Any work that does not require a street cut (driveway approach, sewer line repair, water line repair with work exclusively behind the curb)
\$5,000	Any work that requires a street cut (sewer repair in street)

(b) The bond shall be submitted once per calendar year. If all work performed during the permit year is satisfactory and in accordance with applicable rules and regulations, the bond shall be returned at the end of the calendar and/or permit year. Failure to comply with the applicable rules and regulations, as well as satisfactory restoration requirements, shall result in drawing on the performance bond in the amounts of actual cost for the City of Owosso to make repairs, plus a \$100 administration fee.

(c) In any case where the amount of the bond does not cover all costs and expenses of the city in the completion of the work authorized and covered by the permit, the deficit shall be paid by the person, firm or corporation to whom or which the permit is issued.

SECTION 2. EFFECTIVE DATE. This amendment shall become effective April 6, 2020.

SECTION 3. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: February 26, 2020

TO: City Council

FROM: Glenn M. Chinavare, Director of Public Services & Utilities

SUBJECT: Emergency Repair - Tertiary Pump at Waste Water Treatment Facility

RECOMMENDATION:

Approval of emergency repair services from Professional Pump Incorporated, of Belleville, MI in the amount of \$12,180.00.

BACKGROUND:

Staff received competitive quotes for pump inspection services from three sources, with Professional Pump being the low responsive quote. A purchase order in the amount of \$2,460.00 was issued on February 5, 2020 for these services. Staff subsequently pulled and delivered the tertiary pump to Professional Pump.

Upon dismantling the pump, it was discovered that the pump would require rebuilding. Due to the long lead time for repair parts, Professional Pump was given the go ahead to begin ordering the necessary components for rebuilding. This particular pump is the back-up for the three tertiary towers, and with the wet season of March and April soon to be here, this back-up pump is needed should another pump became inoperable.

Waiver of the competitive solicitation process per the city purchasing policy is requested due to the necessity and urgency for repair of this specialized equipment.

FISCAL IMPACTS:

Services will be funded from the FY2019-2020 Wastewater Fund Account 599-548-833.000.

Document originated by: Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) Resolution
(2) Professional Pump Proposal

RESOLUTION NO.

**AUTHORIZING EMERGENCY REPAIR SERVICES OF
THE BACK-UP TERTIARY PUMP AT THE WWTP
BY PROFESSIONAL PUMP, INC. OF BELLEVILLE, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to provide biological treatment of wastewater for the city and regional customers in compliance with the NPDES discharge permit issued by the state of Michigan, and

WHEREAS, the ability to pump and treat wastewater on demand is compromised when specialized process equipment becomes inoperable, and

WHEREAS, the City Director of Public Services and Utilities has reviewed the necessity for the repair of the back-up tertiary pump for the WWTP, and has verified the necessity to restore the pump to full and reliable operating condition, and recommends authorizing Professional Pump, Inc. to provide this repair, rebuild service in the amount of \$12,180.00.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to enter into a purchased services agreement with Professional Pump, Inc. of Belleville, Michigan for a repair of the tertiary pump, and to waive the competitive solicitation process as normally required by the city purchasing policy.
- SECOND: The accounts payable department is authorized to submit payment to Professional Pump, Inc. in the amount of \$12,180.00 upon satisfactory delivery of the rebuilt pump.
- THIRD: The above expenses shall be paid from account no. 599-548-833.000.

Professional Pump, Inc.

Fluid Handling Specialists

ISO 9001:2000 Certified

Repair and Service Department
41300 Coca Cola Drive
Belleville, MI 48111
PH-734-394-7878
Fax 734-394-7867
www.professionalpump.com

Pumps
Pump Repairs
Packaged Systems
Mechanical Seals
Fluid Handling Accessories

February 17, 2020

QUOTE# ch-021720-1

City of Owosso
301 West Main Street
Owosso, MI. 48867

Attn: Timothy Guysky

Ref. VERTICAL TURBINE PUMP REPAIR

Thank you for giving Professional Pump Inc. the opportunity to quote your pump requirements. The following report is for: Repair of a Floway Vertical Turbine pump model MKL-30, serial number 5156-1-1.

Scope of Work:

- Disassemble pump and clean for inspection.
- Suction bell had been repaired by others on previous repair. Repair was made by attaching broken piece to bell to housing by means of epoxy putty and then painted over. This repaired piece broke off again during disassembly.
- All rubber spider bearings had debris plugging lubrication path to bearings.
- No dust collar installed below impeller on previous repair.
- Excessive amount of silicone found (from previous repair) at all joints for cast parts. Silicone is not the preferred way to seal pumps. The pump was void of any gaskets or o-rings.
- Mechanical seal was plugged with debris and unable to move.
- All shafts are corroded at shaft coupling areas.
- All shaft sleeves are worn at bushing areas.
- Impeller is worn at all vane areas where vane meets skirt.
- Weld repair suction bowl.
- Manufacture and install all new shaft sleeves in hardened duplex stainless steel material.
- Skim cut bowl to true up.
- Skim cut impeller hub to true up.
- Manufacture and install new impeller ring in 932 bronze material.
- Dynamic balance impeller.
- Manufacture and install all new shafting in Duplex Stainless steel material.
- Manufacture and install all new shaft bushings in cutlass rubber material.
- Manufacture and install new stuffing box bushing in 932 bronze material.
- Replace all shaft couplings in 416 stainless steel material.
- Replace all column couplings.
- Weld repair impeller vanes.

- Face of all cast part joints to accept proper sealing arrangement.
- Install new cartridge type split seal.
- Replace all gaskets and o-rings.
- Assemble unit and establish free rotation.
- Paint unit.

NET PRICE: \$12,180.00

DELIVERY: 2-3 weeks

FOB: SHIPPING POINT

TERMS: NET 30 DAYS WITH APPROVED CREDIT

Sincerely,

Chris Hawkins

Chris Hawkins

E-mail: chawkins@professionalpump.com

Service Manager

Professional Pump, Inc (www.professionalpump.com)

cc:

PROFESSIONAL PUMP REPAIR WARRANTY

ITEM #1 – TIME AND EXCLUSIONS

All pump repairs are warranted for a period of 90 days from the date of invoice against defects in parts or improper installation, unless otherwise specified in writing by the Professional Pump Service Dept. We are not responsible for external conditions or influences such as system problems, induced vibration, pipe strain, pipe movement, improper use, improper standard maintenance procedures, misapplication of the equipment, previous repairs or the selection of parts previously supplied. On all repairs, we are not responsible for application engineering. The standards of the Hydraulic Institute (current edition) shall prevail in questions of tolerance, performance, installation and maintenance.

ITEM #2 – FIELD SERVICE

On repairs brought to our service facility by the customer, they are F.O.B. Professional Pump facility and do not cover field removal or re-installations. Conditions in Item #1 above also apply, unless quoted in writing.

ITEM #3 – PURCHASE ORDERS

A purchase order is required on all warranty claims. If the warranty failure is due to defects in material or workmanship, it will be handled within the warranty period at no charge for parts and labor. If the failure is caused by any other reason, our standard labor and parts rates apply.

ITEM #4 – CUSTOMER ALTERATIONS

We are not responsible for customer installed equipment, customer installation, customer alterations or modifications to equipment. On field installation, warranty does not apply unless we do the pump to motor alignment and supervise the start-up of equipment. Professional Pump will not consider warranty for customer altered pumps, improper alignment or installation.

ITEM #5 – LUBRICATION

The responsibility for normal lubrication and normal maintenance shall be the responsibility of the customer. In all cases, the customer is responsible for providing the proper factory authorized lubricants.

ITEM #6 – SEAL AND PACKING

Mechanical seals are not covered under warranty unless it can be shown that the seal was defective from the factory or improperly installed. Pumps with packing require constant adjustment, especially at first during the "run-in" period. We will make the initial

adjustment, however further adjustments, run-ins and additional rings, if required, are part of normal maintenance and the responsibility of the customer.

ITEM #7 – PARTIAL REPAIRS

No warranty applies on partial repairs (e.g.: we cannot be responsible for the entire pump unit if we, for example, make only a shaft or replace only bearings.)

ITEM #8 – NEW EQUIPMENT

On new electric motors, pumps or controls, we shall pass on and abide by the standard manufacturer's warranty.

ITEM #9 – CUSTOMER INSTALLATIONS

In cases in which we do not perform the field installation and start-up, it is the responsibility of the customer to determine at the time of start-up, (1) that the pumps have been properly lubricated; (2) that the pumps are not allowed to run dry; (3) that the proper electrical voltage is being supplied to the unit; (4) that pump rotation, at the time of electrical reconnection, is correct and (5) that the pumps are properly aligned.

ITEM #10 – POST REPAIR CALLS

In warranty claims we shall make, free of charge, one post repair call to determine the cause and liability of the failure. If the failure does not fall within the scope of warranty, subsequent calls shall be made at our standard portal to portal labor rate and parts pricing at the time of occurrence.

ITEM #11 – JURISDICTION

Our personnel shall perform warranty repairs only. Work disputes involving other unions, locals, trades or trade jurisdictions are the responsibility of the customer.

ITEM #12 – LIABILITY

The customer shall hold harmless Professional Pump, Inc. and its assigned agents in any cases of contingent liability. All warranty repairs shall be done in a timely fashion to the best of our ability. Professional Pump, Inc. is not responsible for delays from suppliers, parts shipments or special machining.

ITEM #13 – EXCESS CHARGES

All repairs and warranty claims shall be performed within our normal schedule during normal business hours. If the customer determines

that the breakdown constitutes an emergency, and overtime is required, then the customer shall pay for the overtime charges. If the customer determines that expedited shipping such as air freight, factory overtime or special courier deliveries are required, the customer shall pay such excess charges.

ITEM #14 – POLICY

In such cases, we are responsible only for materials that we made or supplied.

This warranty policy becomes a binding part of Professional pump Inc. repair quotations and is in addition to Profession Pump Inc. standard terms and conditions. In no case, will it exceed or supersede the manufacturers warranties, if such apply. This warranty is in lieu of any other, expressed or implied.



MEMORANDUM

301 W. MAIN - OWOSSO, MICHIGAN 48867-2958 - WWW.CI.OWOSSO.MI.US

DATE: February 26, 2020

TO: City Council

FROM: Glenn M. Chinavare, Director of Public Services

SUBJECT: Automatic Meter Reading System (AMR) - Aclara ONE System Upgrade

RECOMMENDATION:

Approval of the proposal from Aclara of St. Louis, Missouri to upgrade the current water meter reading system to the Aclara ONE system, in the amount of \$19,500.00.

BACKGROUND:

The existing water meter reading system (NCC/STAR) will be phased out in the near future. The Aclara ONE System will provide much improved system management reports and troubleshooting capabilities for metered accounts. In addition, the Aclara ONE System will receive and transmit from the oldest to the most current meter antenna configuration, whereas the NCC/STAR System cannot.

The \$19,500.00 is a one-time system upgrade implementation & system integration fee. Staff has also successfully negotiated for reduced annual system maintenance fees in the three year period following the Aclara ONE upgrade. This will result in a cost avoidance of \$24,950.00.

FISCAL IMPACTS:

System upgrade will be funded from the FY2019-2020 Water Fund 591-901-972.000 and Sewer Fund 590-901-973.000.

Attachments: (1) Resolution
(2) ACLARA Project Pricing Proposal

RESOLUTION NO.

**APPROVAL OF PROPOSAL PROVIDED BY ACLARA OF ST. LOUIS, MISSOURI
TO UPGRADE THE WATER METER READING SYSTEM TO ACLARA ONE
FOR USE IN THE WATER BILLING DEPARTMENT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into a contract for the installation of an automatic meter reading (AMR) Fixed Network Administrator system with Aclara by the adoption of Resolution 37-2017 on March 20, 2017; and

WHEREAS, the city and Director of Public Services & Utilities desires to upgrade the AMR system to Aclara ONE to avoid obsolescence of system support and to enhance management reporting tools and metered account troubleshooting capabilities not currently available in the existing NCC/STAR AMR system.

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to upgrade the existing NCC/STAR AMR Fixed Network Administrator system to the Aclara ONE AMR system in the amount of \$19,500.00.
- SECOND: The accounts payable department is authorized to submit payment to Aclara of St. Louis, Missouri in the amount not to exceed \$19,500.00.
- THIRD: The above expenses shall be paid from the FY2019-2020 Water Fund and Sewer Fund.



Quote #: Q-12908-1
Created Date: 2/18/2020 3:48 PM
Expiration Date: 3/19/2020
Endpoints for Software: 6500

Aclara

77 West Port Plaza, Suite 500
St. Louis, MO 63146
US
Phone: (800) 297-2728

Bill To

Glenn Chinavare
Owosso, City of (MI)
522 Milwaukee St.
Owosso, MI 48867
US
(989) 725-0555
glenn.chinavare@ci.owosso.mi.us

End Customer

Owosso, City of (MI)

Prepared By	Phone	EMAIL	PAYMENT METHOD
Tyler Simpson		tsimpson@aclara.com	Net 30

Implementation Fees (One-Time)

Product Description	Part No.	Qty	Sale Price	Extended Price
AclaraONE -Unified HE -Host Implementation	SW-3010H	1.00	USD 19,500.00	USD 19,500.00

Sub-Total	USD 19,500.00
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Total	USD 19,500.00
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Notes

TERMS & CONDITIONS

General Note:

This Proposal/Quotation is based upon the terms and conditions set forth in the Aclara Standard Terms and Conditions of Sales for Equipment and certain services that are available on Aclara's website at:

<http://www.aclara.com/terms-and-conditions/>

1. **ADDITIONAL TERMS:**
Each Line Item will be shipped within the number of weeks staged after receipt of an acceptable order.
2. This quotation is based upon receipt and acceptance of an order by the earlier of the Expiration Date in the upper right or 60-days after the Proposal Date contained herein.
3. Seller shall deliver Equipment to Buyer FCA Seller's Facility or warehouse (Incoterms 2010.) Seller will arrange freight on Buyer's behalf.
4. Buyer shall pay Seller's standard Material Handling charges.
5. Sales tax will be charged unless the customer provides/has provided a valid Sales Tax Exemption or Reseller certificate.
6. Total Extended price shown excludes any applicable Sales Tax.
7. Software subject to 5% annual escalation starting year 2
8. AclaraONE configuration based on total system size as shown above. Final AclaraONE configuration will be determined by working in conjunction with IT staff at the beginning of each contract year and pricing adjusted accordingly for that year. If optional software is selected, a Software License Agreement amendment will be required.
9. IF BUYER ACCEPTS THIS QUOTE AND WILL ISSUE ACLARA A SEPARATE PURCHASE ORDER BASED THEREON, DO NOT RETURN A SIGNED COPY OF THIS QUOTE.
RETURNING BOTH A SIGNED QUOTE AND SEPARATE PURCHASE ORDER WILL RESULT IN THE BUYER BEING BILLED FOR TWO ORDERS.

To place an order, please send a signed copy of your Purchase Order referencing this quotation to

OrdersContracts@aclara.com

If there is no Purchase Order, enter N/A in PO Number, your signature, and your Ship To Street Address (P.O. Box not allowed) to acknowledge that this quote form will be used in lieu of PO.

Signature:

Effective Date:

____/____/____

Name (Print):

Title:

PO Number *:

* Ship To:

Street:

City, State Zip:

* If there is no purchase order, Ship To address must be entered.

Aclara Confidential / Proprietary Information

Seller's above quote is expressly made conditional on the Buyer's assent to all of the terms and conditions located at <http://www.aclara.com/terms-and-conditions> . By issuing a Purchase Order or Order to Seller based on this Quote, Buyer hereby represents and affirms that it has reviewed and assents to these terms and conditions. ADDITIONAL TERMS CONTAINED ON ANY PURCHASE ORDER ARE HEREBY REJECTED UNLESS SPECIFICALLY AGREED TO IN WRITING BY ACLARA (SELLER) and BUYER.



MEMORANDUM

301 W MAIN • OWOSSO, MICHIGAN 48867-2958 • WWW.CI.OWOSSO.MI.US

DATE: February 26, 2020
TO: Owosso City Council
FROM: Glenn Chinavare, Director of Public Services & Utilities
SUBJECT: Purchase of Pickup Trucks - MiDeal State Contract #071B7700180

RECOMMENDATION:

Approval to purchase two (2) 2020 Ford F250 Pickup Trucks from Signature Ford of Owosso, Michigan, in the amount of \$53,842.00.00.

BACKGROUND:

This vehicle purchase will replace pickups #303 and #304 purchased in 1997 and 1998 respectively. The useful and safe service lives of these vehicles have expired, and they are no longer economical to maintain.

Waiver of the competitive bidding process in accordance with the city of Owosso Purchasing Policy is hereby recommended to take advantage of MiDeal State Contract competitive pricing.

FISCAL IMPACTS:

The quoted price of \$26,921.00 for each vehicle totaling \$53,842.00 will be funded from the FY2019-2020 Fleet Motor Pool Fund 661-901-979.000. Contingency costs estimated at \$2,000.00 to cover transportation & delivery expenses and/or unplanned configuration changes.

Attachments: (1) Resolution
(2) MiDeal Contract
(3) Signature Ford Quote

RESOLUTION NO.

**AUTHORIZING PURCHASE AGREEMENTS TO
SIGNATURE FORD OF OWOSSO, MICHIGAN TO PROCURE TWO FORD F250 PICKUP TRUCKS
FOR USE IN THE FLEET MOTOR POOL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the replacement of a pickup trucks used for the maintenance of streets and other community public works services, and

WHEREAS, the existing pickup trucks #303 and #304 are at end of their useful service life and, no longer cost efficient to maintain, and

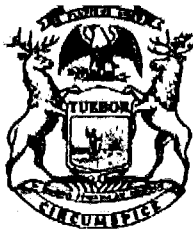
WHEREAS, the City of Owosso Director of Public Services & Utilities has reviewed the replacement equipment on the State of Michigan MiDeal Contract as priced by Owosso Motors, Inc. d/b/a Signature Ford Lincoln Mercury of Owosso, Michigan, and recommends authorizing a purchase agreement between the city of Owosso and Signature Ford for the acquisition of two (2) 2020 Ford F250 pickup trucks, on State of Michigan MiDeal Contract No. 071B7700180, in the amount of \$53,842.00.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Owosso Motors, Inc. d/b/a Signature Ford Lincoln Mercury for the purchase of two (2) 2020 Ford F250 pickup trucks, on State of Michigan MiDeal Contract No. 071B7700180, for use in the Fleet Motor Pool, in the amount of \$53,842.00.

SECOND: The accounts payable department is authorized to submit payment to Owosso Motors, Inc. d/b/a Signature Ford Lincoln Mercury of Owosso, Michigan in the amount of \$53,842.00, plus contingency funds in the amount of \$2,000.00 for transportation & delivery expenses and unplanned configuration changes for a total of \$55,842.00 upon satisfactory delivery of said vehicles.

THIRD: The above expenses shall be paid from account no. 661-901-979.000.



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **4**
 to
 Contract Number **071B7700180**

CONTRACTOR	OWOSSO MOTORS INC	STATE	Scott Poyer	SW
	1960 East Main Street		517-284-6448	
	Owosso, MI 48867		poymers@Michigan.gov	
	Bill Campbell		Yvon Dufour	DTMB
	888-923-5338 229		(517) 249-0455	
	bcampbell@signatureautogroup.com		dufoury@michigan.gov	
	CV0033084			

CONTRACT SUMMARY			
VEHICLES - PATROL, PASSENGER, TRUCKS AND VANS			
Effective Date	Expiration Date	Term	Expiration Date
August 1, 2017	November 30, 2022	1 - 2 Year	November 30, 2022
Contracted with		Contracted with	
Contracted with		Contracted with	
Contracted with			Contracted with
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contracted with			
DESCRIPTION OF CHANGE NOTICE			
Effective Date	Expiration Date	Term	Expiration Date
<input type="checkbox"/>		<input type="checkbox"/>	November 30, 2022
Contracted with	Contracted with	Contracted with	
\$2,000,001.00	\$0.00	\$2,000,001.00	
DESCRIPTION			
Effective November 15, 2019, the following amendment is hereby incorporated into the contract. 2020 Model Year Pricing Award per Schedule D Pricing (attached). All other terms, conditions, specifications and pricing remain the same. Per DTMB agreement, and DTMB Procurement approval.			



February 10, 2020

City of Owosso DPW
Attn: Mark Mitchell
522 Milwaukee Street
Owosso, MI 48867

Dear Mark Mitchell:

Price on 2020 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

(2) 2020 Ford F250 Regular Cab 4x2 Pickup 8' Box in Race Red	\$26,921.00 ea
Total Delivered Price	\$53,842.00

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

Order Cutoff Date: TBD.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

Macomb# 21-18 T.4, T.5, T.6, T.7, T.8, T.9
2020 F-250 Reg. Cab,
SuperCab, Crew Cab
Major Standard Equipment

MECHANICAL

- Brakes – Four-Wheel Disc Anti-lock Brake System (ABS)
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)
- Transmission TorqShift®-G six-speed automatic w/SelectShift®
- Fuel Tanks
 - 29 Gallon (Diesel Engine) – 142" or 148" Wheelbase
 - 34 Gallon (Diesel Engine) – 160" or 164" Wheelbase
 - 34 Gallon (Gas Engine) – NA 176" Wheelbase
 - 48 Gallon (Gas Engine) – 176" Wheelbase
 - 48 Gallon (Diesel Engine) – 176" Wheelbase

EXTERIOR

- Bumpers – front & rear, black painted
- Doors
 - Two (Regular Cab only)
 - Four (SuperCab/Crew Cab only)
- Front License Plate Bracket
- Fender vents – front
- Front License Plate Bracket
- Glass – solar-tinted
- Grille – black painted
- Handles – door & tailgate, black
- Jack
- 2-Ton mechanical
- Lamps – pickup box and cargo area
- Manual Locking Hubs (4x4)
- Moldings – tailgate and box-rail
- Pickup box – partitionable & stackable
- Spare tire, wheel, lock & frame mounted carrier
- Splash Guards/Mud Flaps – Front (F-450 only)
- Tailgate – Removable w/key lock
- "Three-Blink" lane change signal
- Tow hooks – front, two (2)
- Trailer Sway Control
- Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
- Wheels
 - 17" Argent Painted Steel w/painted hub covers/center ornaments
 - Manual Locking Hubs (4x4)
 - Spare tire, wheel, lock & carrier
- Windshield wipers – intermittent

INTERIOR/COMFORT

- 2.3" Productivity Screen in IP Cluster
- Air conditioning – manual, single zone
- Cabin Air Particulate Filter
- Convenience
 - Coat hooks – LH/RH color-coordinated
 - Dash top tray
 - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
 - Handles, grab – driver & front-passenger
 - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
 - Map lights – dual (front and rear w/Crew Cab)
 - Powerpoint, auxiliary
 - Door-trim – armrest/grab handle & reflector
- Floor covering – Black, full length vinyl
- Headliner – color-coordinated cloth
- Hood release
- Horn – dual electric
- Instrument panel – color-coordinated w/dual glove box, 4 air registers w/positive shut off, powerpoint
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting
 - Mirror – rearview 11.5" day/night
 - Outside Temperature Display
 - Overhead console w/dual storage bins and map lights (NA Regular Cab)
 - Powerpoint – auxiliary two (2) in instrument panel
 - Scuff plates – front, color-coordinated
 - Seats – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder and storage (manual lumbar – driver's side), front center-seats w/integrated restraint
 - Steering – power
 - Steering damper

- Steering wheel – black urethane with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror
- Window – Rear, fixed
- Windshield wipers – intermittent

SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
 - Driver and Passenger frontal and side airbag/curtain
 - Passenger side airbag deactivation switch
- Belt-Minder® (front safety belt reminder)
 - chime & flashing warning light on I/P if belts not buckled
- Center High-mounted Stop Lamp (CHMSL)
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Driver and passenger frontal airbag; passenger side deactivation Switch
- Headlamps – Quad beam jewel effect halogen
- Individual Tire Pressure Monitoring System (TPMS)
- Mirrors – manually telescoping two-way fold trailer tow with manual glass
- Rear View Camera
- Safety belts – w/height adjustment D-ring
- Safety Belts
 - Belt-Minder® front safety belt reminder – chime and flashing warning light on instrument cluster if belts not buckled
 - Color-coordinated w/height adjustment (front-outboard seating positions only)
- SecurLock® Passive Anti-Theft System (PATS); includes MyKey® owner controls feature
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)
- Safety Canopy® System (incl. side-curtain airbags)
- SecurLock® Passive Anti-Theft System; includes MyKey® owner controls feature (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control
- Underhood service light

DRIVER ASSIST

- AutoLamp (Auto On/Off Headlamps)
- Automatic High Beam
- Hill Start Assist

FUNCTIONAL

- Alternator 157 Amp
- Axle
 - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2
 - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4
- Rear – Non-Limited-Slip
- Audio – AM/FM stereo/MP3 Player (four (4))
- Battery
 - Gas engine – 650-CCA, 72-AH (XL only)
 - Diesel engine – 750-CCA, 78-AH, dual
- FordPass™ Connect 4G Wi-Fi Modem
- 4G LTE Wi-Fi hotspot connects up to 10 devices
- Remotely start, lock and unlock vehicle2
- Schedule specific times to remotely start vehicle
- Locate parked vehicle
- Check vehicle status
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas engine)
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front
- Rear axle
 - Non-Limited-Slip
- SYNC®
 - Enhanced Voice Recognition Communication and Entertainment System
 - 911 Assist®
 - 4.2" LCD Center Stack screen
 - AppLink®

9950# GVWR Regular Cab 8 Ft. Box, 142"WB, 10000# GVWR

<input checked="" type="checkbox"/>	Base Price 4x2 (F2A/600a), (T.4)	\$22,411.00
<input type="checkbox"/>	Base Price 4x4 (F2B/600a), (T.6)	\$24,864.00
<input type="checkbox"/>	Base Price 4x4 (F2B/600a), (T.9) (6.7L Diesel Engine)	\$32,649.00

10000# GVWR SuperCab 6 3/4 Ft. SHORT Box, 148"WB, 10000# GVWR

<input type="checkbox"/>	Base Price 4x2 (X2A/600a)	\$23,860.00
<input type="checkbox"/>	Base Price 4x4 (X2B/600a), (T.7)	\$26,312.00

10000# GVWR SuperCab 8 Ft. Box, 164"WB, 10000# GVWR

<input type="checkbox"/>	Base Price 4x2 (X2A/600a), (T.5)	\$24,036.00
<input type="checkbox"/>	Base Price 4x4 (X2B/600a), (T.8)	\$27,423.00

10000# GVWR Crew Cab 6 3/4 Ft. SHORT Box, 160" WB, 10000# GVWR

<input type="checkbox"/>	Base Price 4x2 (W2A/600a)	\$24,966.00
<input type="checkbox"/>	Base Price 4x4 (W2B/600a)	\$27,423.00

10000# GVWR Crew Cab 8 Ft. Box, 176" WB, 10000# GVWR

<input type="checkbox"/>	Base Price 4x2 (W2A/600a)	\$25,141.00
<input type="checkbox"/>	Base Price 4x4 (W2B/600a)	\$27,603.00

<u>Available Standard Options</u>		<u>Price</u>
	<u>Option</u>	<u>Reg.&Super/Crewcab</u>
<input type="checkbox"/>	6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto.	99T/44G 10,495.00
<input type="checkbox"/>	7.3L 2V DECVT NA PFI V8 Gas/TorqShift 10-Spd Auto.	99N/44G 2,045.00
<input type="checkbox"/>	CNG/LPG Fuel Capable Engine (w/ 6.2L only)	98F 315.00
<input type="checkbox"/>	Engine Block Heater	41H 100.00
<input checked="" type="checkbox"/>	Seats, 40/20/40 Split Bench Cloth	1S 100.00/315.00
<input type="checkbox"/>	Seat, Vinyl High Back Buckets (Regular Cab only)	LS 355.00
<input type="checkbox"/>	Seats, Cloth High Back Buckets	4S 515.00/615.00
<input checked="" type="checkbox"/>	Tires, LT245/75Rx17E All-Terrain (5)	TBM 165.00
<input type="checkbox"/>	Tires, LT265/70R17E OWL All-Terrain (4)(Spare is BSW)	TCD 455.00
<input type="checkbox"/>	CNG/LPG Prep Fuel Capable Engine	98F 315.00
<input type="checkbox"/>	Engine Idle Shutdown (avail. w/6.7L diesel Only)	63T 250.00
<input type="checkbox"/>	Operator Commanded Regeneration (OCR) (6.7L Diesel Only)	98R 250.00
<input type="checkbox"/>	Power Windows, Locks, Heated Mirrors, and Remote Keyless Entry	90L/54K 915.00/1125.00cc
<input type="checkbox"/>	Powercode Remote Start System (Req. Power Equip. Grp 90L)	76S 250.00
<input type="checkbox"/>	Privacy Glass with Heated Backlight/Rear Window Defrost	43B/924 90.00
(Requires Power Equipment 90L/54K)		
<input type="checkbox"/>	Dual Alternators, Diesel only (total of 377 amps)	67B 115.00
<input type="checkbox"/>	Alternator 240 amp (6.2L Gas Only)	67E 85.00
<input type="checkbox"/>	Alternator 397 amp w/Dual Batteries (78 Amp.) (7.3L Gas Only)	67B/86M 325.00
<input type="checkbox"/>	Alternator 397 amp (6.7L Diesel Only)	67B 115.00
<input type="checkbox"/>	Dual Batteries (78 Amp.) (Gas Engines Only)	86M 210.00
<input checked="" type="checkbox"/>	110V/400W Outlet (Includes 240 Amp Alternator 67E)	43C/67E 160.00
<input type="checkbox"/>	Keys Extra (Regular) \$75.00 x __ =	Sig 75.00 ea
<input type="checkbox"/>	Keys Extra (With Power Group) \$220.00 x __ =	Sig 220.00 ea
<input checked="" type="checkbox"/>	Trailer Brake Controller	52B 270.00
<input type="checkbox"/>	Transmission Power Take-Off Provision (Diesel Only)	62R 280.00
<input checked="" type="checkbox"/>	Cab Steps Molded Black	18B 320.00/445.00

[] Reverse Vehicle Aid Sensor	76R	245.00
[X] Roof Clearance Lights	592	80.00
[X] Tailgate Step, Incl. Tailgate Assist, Step & Handle	85G	375.00
[X] Speed Control	525	235.00
[X] Upfitter Switches (6) located in overhead console)	66S	165.00
[] Upfitter Interface Module	18A	295.00
[] 9900 GVWR Package	68D	100.00
[] 4x4 Off-Road Pkg (Incl.Skid Plates, E-Locking Axle & AT Tires)	17X/X3E/TBM	950.00
<u>(Only Available with Super Cab and Crew Cab)</u>		
[] Snow Plow Prep Package(N/A with 67H)	473	250.00
[X] Camper Package	471	160.00
[] Snow Plow/Camper Package	47B	245.00
[X] Suspension Package, Heavy Service(N/A with 473)	67H	125.00
[] <u>XL Decor Group</u> (Chrome front and rear step bumper, Bright chrome hub covers and center ornaments)	17F	220.00
[] <u>XL Value Pkg</u> (Chrome front and rear step bumper, Bright Chrome Hub Covers and Center Ornaments & Cruise Control)	96V	725.00
[] <u>Fleet Drivers Assistance Package</u> (Power Equipment Group, BLIS® (Blind Spot Information System) w/Cross-Traffic Alert And Trailer Tow (BLIS sensor in taillamp), Lane-Keeping Alert, Pre-Collision Assist with Automatic Emergency Braking (AEB) And Forward Collision Warning	96F/90L	1910.00
[] <u>STX APPEARANCE PACKAGE</u> (AM/FM Stereo MP3 player (speakers; four (4) with Regular Cab, six (6) with SuperCab and Crew Cab), Bright Chrome Grille, Bright Hub Covers, Chrome Front and Rear Step Bumpers, Cruise Control, STX Fender Vent Badge, 18" Sparkle Silver Painted Cast Aluminum Wheels (648), and LT275/65Rx18E BSW A/S (TCH)	17S	1825.00
[] Pickup Box Delete (8' box only)(<u>Not Available w/7.3L V8</u>)	66D	(465.00)
[] Rearview Camera Prep Kit for <u>Box Delete</u> (Includes Loose Camera, Wiring Bundle, and Electrochromic Mirror w/Video Display)	872	470.00
[] Heavy Service Package for Pickup Box Delete Only	63R	125.00
[] Spare Tire & Rim (for Box delete only)	512	295.00
[X] Axle, Electronic Locking	X3	390.00
[X] Daytime running Lights	942	45.00
[] Skid Plate Package (<u>Only Available with Super Cab and Crew Cab</u>)	41P	100.00
[X] Box Link Cleats	66B	75.00
[] Drop in Plastic Bedliner	85L	350.00
[X] Tough Bed(Spray-in-bedliner)	85S	595.00
[] Bed Mat(N/A w/85S Tough Bed Spray-in-Bedliner)	85M	180.00
[X] Splash Guards/Mud Flaps	61S/62S	130.00
[] Wheel Well Liner (Front)	61L	180.00
[X] Wheel Well Liner Front and Rear	61N	325.00
[X] Exterior Backup Alarm	76C	140.00
[] LED Box Light (Not Available with LED Warning Strobes 91S)	66L	60.00
[X] LED Warning Strobes-Amber	91S	655.00

Total Price **\$26,921.00** ea

Colors for F-250

Exterior Colors

Interior Steel (Grey)

Race Red	[PQ]	[X]
Blue Jeans Metallic	[N1]	[]
Iconic Silver Metallic	[JS]	[]
Agate Black	[UM]	[]
Oxford White	[Z1]	[]
Magnetic Metallic	[J7]	[]
Stone Gray	{D1}	[]
SPECIAL PAINT		
School Bus Yellow Add \$660.00	[BY]	[]
Omaha Orange Add \$660.00	[MB]	[]
Green Gem Add \$660.00	[W6]	[]



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: March 2, 2020

TO: Mayor Eveleth and the Owosso City Council

FROM: Nathan Henne, City Manager and Planning Commission

SUBJECT: 2019 Planning Annual Report

RECOMMENDATION:

The Planning Commission recommends the approval of the 2019 Planning Commission Annual Report per 125.319 (2) of the Michigan Planning Enabling Act 33 of 2008.

BACKGROUND:

As a requirement of the MEDC and RRC programs an annual report is required to be submitted by the Planning Commission to the City Council. This report shows the past year in review, Planning Commission and Zoning Board of Appeals meetings and attendance, and the Progress Report for the RRC.

FISCAL IMPACTS:

None.



2019 PLANNING ANNUAL REPORT

PLANNING COMMISSION:

1. Membership

MEMBER	TITLE	TERM EXPIRES
JANAE FEAR	Secretary	06-30-2021
FRANCIS LIVINGSTON	Vice Chair	06-30-2021
DANIEL LAW	Council Rep	11-09-2020
WILLIAM WASCHER	Chair	06-30-2021
THOMAS TAYLOR	ZBA Rep. Commissioner	06-30-2020
PETE YERIAN	Commissioner	06-30-2022
LINDA ROBERTSON	Commissioner	06-30-2022

2. Attendance

	Wascher	Adams	Fear	Jenkins	Law	Lafferty	Livingston	Taylor	Kirkland	Yerian	Robertson
Jan						No Meeting					
Feb	X	X	X		X	X	X		X		
Mar						No Meeting					
Apr			X		X	Resigned	X	X	X		
May	X	X	X	X	X		X	X	X		
Jun						No Meeting					
Jul	X		X		X		X	X		X	
Aug	X	X		X	X		X	X		X	
Sept	X	Resigned	X	X	X			X		X	X
Oct						No Meeting					
Nov						No Meeting					
Dec						No Meeting					

X = present

3. Meetings

Planning Commission meetings are held the 4th Monday of each month, except as noted at 6:30 p.m.

Meeting Date	Agenda Items
January 28	<ul style="list-style-type: none">• Meeting cancelled due to weather
February 25	<ul style="list-style-type: none">• Sign ordinance - amendments• Medical Marihuana Ordinance amendments – Public Hearing• Industrial district outdoor storage height and screening requirements – Public Hearing• 2019-25 Capital Improvements – present and action• 2018 Planning Commission annual report – present and action• Recreational marijuana – discussion
March 25	<ul style="list-style-type: none">• Meeting cancelled
April 22	<ul style="list-style-type: none">• Site plan review – J&H Family Store at 917 E Main St
May 28	<ul style="list-style-type: none">• Site plan review – Memorial Healthcare for new addition to the hospital complex

	<ul style="list-style-type: none"> Site plan review – Consumers Energy for replacing gas regulator facility
June 24	Cancelled due to lack of agenda items
July 22	<ul style="list-style-type: none"> Site Plan Review Ordinance amendments to allow for administrative reviews Sign Ordinance amendments Recreational marijuana - discussion
August 26	<ul style="list-style-type: none"> Site plan review for Woodworth Commercial at 501 W Main St Set public hearing for Site Plan Review and Sign Ordinance amendments Master plan update
September 23	<ul style="list-style-type: none"> Public hearings for site plan review and sign ordinance amendments
October 21	Cancelled due to lack of agenda items
November 25	Cancelled due to lack of agenda items
December 9	Cancelled due to lack of agenda items

4. Master Plan Review

CIB Planning, Inc. of Fenton, Michigan is in the process of updating the Master Plan. A draft of the plan should be available in January or February.

5. Zoning Ordinance Amendments

a. Zoning ordinance:

Section	Amendment/Addition	Status
Section 16.5	Amendment – Medical marihuana	Approved
Section 38-292	Amendment – Industrial district – outdoor storage height and screening requirements	Approved
Chapter 26	Amendments to sign ordinance	Approved
Section 38-390	Amendments to the site plan ordinance to allow for administrative site plan reviews	Approved

b. Rezoning Requests:

None requested in 2019

ZONING BOARD OF APPEALS

1. Membership:

<i>MEMBER</i>	<i>TITLE</i>	<i>TERM EXPIRES</i>
RANDY HORTON	Chair	6-20-2020
THOMAS TAYLOR	PC Representative	6-30-2021
CHRISTOPHER EVELETH	Vice Chair Council Representative	11-14-2022
KENT TELESZ		6-30-2022
MATTHEW GRUBB	Secretary	6-30-2021
MICHAEL BRUFF	Alternate	06-30-2021
ROBERT TEICH	Alternate	06-30-2022

2. Attendance

	Horton	Eveleth	Taylor	Telesz	Bruff	Teich	Grubb
Jan	No Meeting						
Feb	No Meeting						
Mar	No Meeting						
Apr	No Meeting						
May	X		X		X		X
Jun	No Meeting						
Jul	X		X	X	X		
Aug	No Meeting						
Sept	No Meeting						
Oct	No Meeting						
Nov	No Meeting						
Dec	No Meeting						

X = present

3. Meetings:

Zoning Board of Appeals meetings are held the 3rd Tuesday of each month, except as noted at 9:30 a.m.

Meeting Date	Agenda Items
January 15	Cancelled due to lack of agenda items
February 19	Cancelled due to lack of agenda items
March 19	Cancelled due to lack of agenda items
April 16	Cancelled due to lack of agenda items
May 21	<ul style="list-style-type: none"> 917 E Main St – (2) variance requests – 11% variance to the percentage of windows and variance to landscape requirements. Window variance was tabled until the next meeting. Landscape variance was approved to allow for stamped concrete along the building instead of bushes, etc. Window variance was later removed as they were able meet the requirement.
June 18	Cancelled due to lack of agenda items
July 16	<ul style="list-style-type: none"> 819 N Shiawassee St – Memorial Healthcare 3 story building addition to the complex. (2) variance requests for exceeding building height and parking lot – approved.
August 20	Cancelled due to lack of agenda items
September 17	Cancelled due to lack of agenda items
October 15	Cancelled due to lack of agenda items
November 19	Cancelled due to lack of agenda items
December 17	Cancelled due to lack of agenda items

TRAINING

None held in 2019

JOINT MEETINGS

None held in 2019

REDEVELOPMENT READY COMMUNITIES:

Criteria	Report of Findings August 1, 2017	Progress Report October 1, 2018*	Progress Report
Best Practice 1.1: The Plans			
The governing body has adopted a master plan in the past five years.	N	N	Currently working on
The governing body has adopted a downtown plan.	N	N	Currently working on
The governing body has adopted a corridor plan.			
The governing body has adopted a capital improvements plan.	N	N	Y (Feb. 2020)
Best Practice 1.2: Public Participation			
The community has a public participation plan for engaging a diverse set of community stakeholders.	N	Y	Y
The community demonstrates that public participation efforts go beyond the basic methods.	Y	Y	Y
The community shares outcomes of public participation processes.	N	Y	Y
Best Practice 2.1: Zoning Regulations			
The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	N	N	Will occur after MP update
The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	N	N	Will occur after MP update
The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.	Y	Y	Y
The zoning ordinance allows for a variety of housing options.	Y	Y	Y
The zoning ordinance includes standards to improve non-motorized transportation.	N	N	Will occur after MP update
The zoning ordinance includes flexible parking requirements.	N	N	Will occur after MP update

The zoning ordinance includes standards for green infrastructure.	N	N	Will occur after MP update
The zoning ordinance is user?-friendly.	N	N	Will occur after MP update

Best Practice 3.1: Development Review Policy and Procedures

The zoning ordinance articulates a thorough site plan review process.	Y	Y	Y
The community has a qualified intake professional.	Y	Y	Y
The community defines and offers conceptual site plan review meetings for applicants.	N	N	Y: Complete & on website
The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	N	Y	Y
The appropriate departments engage in joint site plan reviews.	Y	Y	Y
The community has a clearly documented internal staff review policy.	N	N	Implemented BS&A tracking
The community promptly acts on development requests.	N	N	Implemented BS&A tracking
The community has a method to track development projects.	N	N	Implemented BS&A tracking
The community annually reviews the successes and challenges with the site plan review and approval procedures.	N	N	N

Best Practice 3.2: Guide to Development

The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	N	N	Y: Complete & on website
The community annually reviews the fee schedule.	N	Y	Y: Complete & on website

Best Practice 4.1: Recruitment and Orientation

The community sets expectations for board and commission positions.	N	N	Currently working on
The community provides orientation packets to all appointed and elected members of development related boards and commissions.	N	N	Currently working on: orientation packet for Council is complete

Best Practice 4.2: Education and Training

The community has a dedicated source of funding for training.	Y	Y	Y
The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	N	N	Implemented
The community encourages the governing body, boards, commissions and staff to attend trainings.	Y	Y	Y
The community shares information between the governing body, boards, commissions and staff.	N	N	Currently planning a joint meeting

Best Practice 5.1:

Redevelopment Ready Sites

The community identifies and prioritizes redevelopment sites.	N	N	Will occur with MP update
The community gathers preliminary background information for prioritized redevelopment sites.	N	N	N
The community has development a vision for the priority redevelopment sites.	N	N	N
The community identifies available resources and incentives for prioritized redevelopment sites.	N	N	N
A property information package for the prioritized redevelopment site(s) is assembled.	N	N	N
Prioritized redevelopment sites are actively marketed.	N	N	N

Best Practice 6.1: Economic Development Strategy

The community has approved an economic development strategy.	N	N	N
The community annually reviews the economic development strategy.	N	N	N

Best Practice 6.2: Marketing and Promotion

The community has developed a marketing strategy.	N	N	N
The community has an updated, user-friendly municipal website.	N	N	N

*Status as of October Quarterly Review

Staff is actively working on items on the above list.

PERIOD ENDING 01/31/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED	BUDGET	01/31/2020 (NORMAL (ABNORMAL))	MONTH 01/31/2020 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
000 - REVENUE		7,747,159.00		5,527,091.96	284,608.82	2,220,067.04		71.34
TOTAL REVENUES		7,747,159.00		5,527,091.96	284,608.82	2,220,067.04		71.34
101 - CITY COUNCIL		5,300.00		2,784.60	0.00	2,515.40		52.54
171 - CITY MANAGER		141,558.00		86,310.87	17,430.92	55,247.13		60.97
201 - FINANCE		273,420.00		159,331.32	28,298.87	114,088.68		58.27
209 - ASSESSING		142,039.00		79,467.05	15,052.89	62,571.95		55.95
210 - CITY ATTORNEY		115,000.00		67,954.22	9,602.32	47,045.78		59.09
215 - CLERK		281,729.00		157,248.24	26,500.61	124,480.76		55.82
226 - HUMAN RESOURCES		216,500.00		131,058.61	24,859.74	85,441.39		60.54
253 - TREASURY		153,215.00		89,211.30	14,827.13	64,003.70		58.23
258 - INFORMATION & TECHNOLOGY		101,695.00		42,299.77	7,950.79	59,395.23		41.59
265 - BUILDING & GROUNDS		135,288.00		75,154.22	16,203.38	60,133.78		55.55
299 - GENERAL ADMIN		310,080.00		207,718.07	(636.49)	102,361.93		66.99
300 - POLICE		2,017,119.00		1,270,568.43	225,731.14	746,550.57		62.99
335 - FIRE		1,962,167.00		1,272,086.44	195,489.95	690,080.56		64.83
370 - BUILDING AND SAFETY		223,836.00		127,060.26	25,872.46	96,775.74		56.76
441 - PUBLIC WORKS		613,857.00		332,468.15	66,307.11	281,388.85		54.16
528 - LEAF AND BRUSH COLLECTION		221,363.00		175,309.11	3,437.68	46,053.89		79.20
585 - PARKING		33,030.00		18,947.73	9,744.36	14,082.27		57.37
728 - COMMUNITY DEVELOPMENT		67,486.00		50,393.58	24,672.76	17,092.42		74.67
756 - PARKS		230,600.00		121,347.20	1,911.08	109,252.80		52.62
966 - TRANSFERS OUT		501,877.00		317,594.31	7,199.33	184,282.69		63.28
TOTAL EXPENDITURES		7,747,159.00		4,784,313.48	720,456.03	2,962,845.52		61.76

PERIOD ENDING 01/31/2020

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		7,747,159.00	5,527,091.96	284,608.82	2,220,067.04	71.34
TOTAL EXPENDITURES		7,747,159.00	4,784,313.48	720,456.03	2,962,845.52	61.76
NET OF REVENUES & EXPENDITURES		0.00	742,778.48	(435,847.21)	(742,778.48)	100.00
Fund 202 - MAJOR STREET FUND						
000 - REVENUE		2,594,052.00	1,680,214.09	641,306.98	913,837.91	64.77
TOTAL REVENUES		2,594,052.00	1,680,214.09	641,306.98	913,837.91	64.77
451 - CONSTRUCTION		1,550,000.00	954,376.23	60,053.73	595,623.77	61.57
463 - STREET MAINTENANCE		236,000.00	180,483.23	7,750.84	55,516.77	76.48
473 - BRIDGE MAINTENANCE		11,470.00	0.00	0.00	11,470.00	0.00
474 - TRAFFIC SERVICES-MAINTENANCE		24,800.00	10,841.08	178.67	13,958.92	43.71
478 - SNOW & ICE CONTROL		117,000.00	66,916.20	45,821.15	50,083.80	57.19
480 - TREE TRIMMING		54,000.00	55,330.10	7,238.53	(1,330.10)	102.46
482 - ADMINISTRATION & ENGINEERING		213,676.00	83,980.92	14,828.89	129,695.08	39.30
484 - TRUNKLINE SUPERVISOR		1,000.00	0.00	0.00	1,000.00	0.00
485 - LOCAL STREET TRANSFER		339,166.00	161,482.63	28,726.75	177,683.37	47.61
486 - TRUNKLINE SURFACE MAINTENANCE		5,000.00	749.12	515.33	4,250.88	14.98
488 - TRUNKLINE SWEEPING & FLUSHING		2,550.00	711.23	0.00	1,838.77	27.89
490 - TRUNKLINE TREE TRIIM & REMOVAL		600.00	0.00	0.00	600.00	0.00
491 - TRUNKLINE STORM DRAIN, CURBS		8,500.00	92.96	0.00	8,407.04	1.09
492 - TRUNKLINE ROADSIDE CLEANUP		690.00	64.90	0.00	625.10	9.41
494 - TRUNKLINE TRAFFIC SIGNS		800.00	339.90	0.00	460.10	42.49
496 - TRUNKLINE TRAFFIC SIGNALS		800.00	0.00	0.00	800.00	0.00
497 - TRUNKLINE SNOW & ICE CONTROL		23,000.00	14,967.95	8,705.10	8,032.05	65.08
502 - TRUNKLINE LEAVE & INS BENEFITS		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		2,594,052.00	1,530,336.45	173,818.99	1,063,715.55	58.99

PERIOD ENDING 01/31/2020

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		2,594,052.00	1,680,214.09	641,306.98	913,837.91	64.77
TOTAL EXPENDITURES		2,594,052.00	1,530,336.45	173,818.99	1,063,715.55	58.99
NET OF REVENUES & EXPENDITURES		0.00	149,877.64	467,487.99	(149,877.64)	100.00
Fund 203 - LOCAL STREET FUND						
000 - REVENUE		2,345,681.00	2,156,006.00	563,387.08	189,675.00	91.91
TOTAL REVENUES		2,345,681.00	2,156,006.00	563,387.08	189,675.00	91.91
451 - CONSTRUCTION		1,636,682.00	1,264,055.84	32,310.42	372,626.16	77.23
463 - STREET MAINTENANCE		399,000.00	290,187.76	18,717.94	108,812.24	72.73
474 - TRAFFIC SERVICES-MAINTENANCE		9,300.00	1,675.48	440.56	7,624.52	18.02
478 - SNOW & ICE CONTROL		100,000.00	29,844.79	25,591.17	70,155.21	29.84
480 - TREE TRIMMING		76,000.00	57,222.61	6,615.03	18,777.39	75.29
482 - ADMINISTRATION & ENGINEERING		124,699.00	51,071.94	8,955.33	73,627.06	40.96
TOTAL EXPENDITURES		2,345,681.00	1,694,058.42	92,630.45	651,622.58	72.22
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		2,345,681.00	2,156,006.00	563,387.08	189,675.00	91.91
TOTAL EXPENDITURES		2,345,681.00	1,694,058.42	92,630.45	651,622.58	72.22
NET OF REVENUES & EXPENDITURES		0.00	461,947.58	470,756.63	(461,947.58)	100.00
Fund 208 - PARK/RECREATION SITES FUND						
000 - REVENUE		125,000.00	117,220.72	1,796.73	7,779.28	93.78
TOTAL REVENUES		125,000.00	117,220.72	1,796.73	7,779.28	93.78
756 - PARKS		125,000.00	0.00	0.00	125,000.00	0.00
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
Fund 208 - PARK/RECREATION SITES FUND:						
TOTAL REVENUES		125,000.00	117,220.72	1,796.73	7,779.28	93.78
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	117,220.72	1,796.73	(117,220.72)	100.00

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 (NORMAL (ABNORMAL))	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN FACADE PROGRAM						
000 - REVENUE		171,486.00	177,932.21	11.93	(6,446.21)	103.76
TOTAL REVENUES		171,486.00	177,932.21	11.93	(6,446.21)	103.76
200 - GEN SERVICES		6,250.00	5,300.00	0.00	950.00	84.80
901 - CAPITAL OUTLAY		165,236.00	342,775.25	0.00	(177,539.25)	207.45
TOTAL EXPENDITURES		171,486.00	348,075.25	0.00	(176,589.25)	202.98
Fund 248 - DOWNTOWN FACADE PROGRAM:						
TOTAL REVENUES		171,486.00	177,932.21	11.93	(6,446.21)	103.76
TOTAL EXPENDITURES		171,486.00	348,075.25	0.00	(176,589.25)	202.98
NET OF REVENUES & EXPENDITURES		0.00	(170,143.04)	11.93	170,143.04	100.00
Fund 273 - OMS/DDA REVLG LOAN FUND						
000 - REVENUE		11,162.00	24,001.07	7,803.98	(12,839.07)	215.02
TOTAL REVENUES		11,162.00	24,001.07	7,803.98	(12,839.07)	215.02
200 - GEN SERVICES		1,500.00	267,726.00	0.00	(266,226.00)	17,848.4
965 - OTHER FINANCING SOURCES (USES)		9,662.00	0.00	0.00	9,662.00	0.00
TOTAL EXPENDITURES		11,162.00	267,726.00	0.00	(256,564.00)	2,398.55
Fund 273 - OMS/DDA REVLG LOAN FUND :						
TOTAL REVENUES		11,162.00	24,001.07	7,803.98	(12,839.07)	215.02
TOTAL EXPENDITURES		11,162.00	267,726.00	0.00	(256,564.00)	2,398.55
NET OF REVENUES & EXPENDITURES		0.00	(243,724.93)	7,803.98	243,724.93	100.00
Fund 275 - HOUSING & REDEVELOPMENT						
000 - REVENUE		0.00	11.00	1.26	(11.00)	100.00
TOTAL REVENUES		0.00	11.00	1.26	(11.00)	100.00
Fund 275 - HOUSING & REDEVELOPMENT:						
TOTAL REVENUES		0.00	11.00	1.26	(11.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	11.00	1.26	(11.00)	100.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA						
000 - REVENUE		0.00	49.69	5.42	(49.69)	100.00

PERIOD ENDING 01/31/2020

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA						
	TOTAL REVENUES	0.00	49.69	5.42	(49.69)	100.00
	730 - PROFESSIONAL SERVICES	0.00	490.00	0.00	(490.00)	100.00
	TOTAL EXPENDITURES	0.00	490.00	0.00	(490.00)	100.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:						
	TOTAL REVENUES	0.00	49.69	5.42	(49.69)	100.00
	TOTAL EXPENDITURES	0.00	490.00	0.00	(490.00)	100.00
	NET OF REVENUES & EXPENDITURES	0.00	(440.31)	5.42	440.31	100.00
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA						
	000 - REVENUE	14,787.00	625.79	0.00	14,161.21	4.23
	TOTAL REVENUES	14,787.00	625.79	0.00	14,161.21	4.23
	730 - PROFESSIONAL SERVICES	750.00	0.00	0.00	750.00	0.00
	905 - DEBT SERVICE	14,037.00	0.00	0.00	14,037.00	0.00
	TOTAL EXPENDITURES	14,787.00	0.00	0.00	14,787.00	0.00
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA:						
	TOTAL REVENUES	14,787.00	625.79	0.00	14,161.21	4.23
	TOTAL EXPENDITURES	14,787.00	0.00	0.00	14,787.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	625.79	0.00	(625.79)	100.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)						
	000 - REVENUE	111,495.00	0.00	0.00	111,495.00	0.00
	TOTAL REVENUES	111,495.00	0.00	0.00	111,495.00	0.00
	730 - PROFESSIONAL SERVICES	107.00	6,384.00	0.00	(6,277.00)	5,966.36
	905 - DEBT SERVICE	111,388.00	0.00	0.00	111,388.00	0.00
	TOTAL EXPENDITURES	111,495.00	6,384.00	0.00	105,111.00	5.73
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):						
	TOTAL REVENUES	111,495.00	0.00	0.00	111,495.00	0.00
	TOTAL EXPENDITURES	111,495.00	6,384.00	0.00	105,111.00	5.73
	NET OF REVENUES & EXPENDITURES	0.00	(6,384.00)	0.00	6,384.00	100.00

PERIOD ENDING 01/31/2020

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)						
000 - REVENUE		2,988.00	173.25	0.00	2,814.75	5.80
TOTAL REVENUES		2,988.00	173.25	0.00	2,814.75	5.80
730 - PROFESSIONAL SERVICES		1,100.00	0.00	0.00	1,100.00	0.00
964 - TAX REIMBURSEMENTS		1,888.00	0.00	0.00	1,888.00	0.00
TOTAL EXPENDITURES		2,988.00	0.00	0.00	2,988.00	0.00
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT):						
TOTAL REVENUES		2,988.00	173.25	0.00	2,814.75	5.80
TOTAL EXPENDITURES		2,988.00	0.00	0.00	2,988.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	173.25	0.00	(173.25)	100.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL)						
000 - REVENUE		11,097.00	155.15	0.00	10,941.85	1.40
TOTAL REVENUES		11,097.00	155.15	0.00	10,941.85	1.40
730 - PROFESSIONAL SERVICES		875.00	0.00	0.00	875.00	0.00
TOTAL EXPENDITURES		875.00	0.00	0.00	875.00	0.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL):						
TOTAL REVENUES		11,097.00	155.15	0.00	10,941.85	1.40
TOTAL EXPENDITURES		875.00	0.00	0.00	875.00	0.00
NET OF REVENUES & EXPENDITURES		10,222.00	155.15	0.00	10,066.85	1.52
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT)						
000 - REVENUE		91,560.00	2,542.34	0.00	89,017.66	2.78
TOTAL REVENUES		91,560.00	2,542.34	0.00	89,017.66	2.78
730 - PROFESSIONAL SERVICES		1,000.00	0.00	0.00	1,000.00	0.00
964 - TAX REIMBURSEMENTS		90,560.00	0.00	0.00	90,560.00	0.00
TOTAL EXPENDITURES		91,560.00	0.00	0.00	91,560.00	0.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT):						
TOTAL REVENUES		91,560.00	2,542.34	0.00	89,017.66	2.78
TOTAL EXPENDITURES		91,560.00	0.00	0.00	91,560.00	0.00

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DB: Owosso

PERIOD ENDING 01/31/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 (NORMAL (ABNORMAL))	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT						
NET OF REVENUES & EXPENDITURES		0.00	2,542.34	0.00	(2,542.34)	100.00
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING						
000 - REVENUE		1,840.00	0.00	0.00	1,840.00	0.00
TOTAL REVENUES		1,840.00	0.00	0.00	1,840.00	0.00
730 - PROFESSIONAL SERVICES		750.00	721.50	0.00	28.50	96.20
964 - TAX REIMBURSEMENTS		1,090.00	0.00	0.00	1,090.00	0.00
TOTAL EXPENDITURES		1,840.00	721.50	0.00	1,118.50	39.21
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING:						
TOTAL REVENUES		1,840.00	0.00	0.00	1,840.00	0.00
TOTAL EXPENDITURES		1,840.00	721.50	0.00	1,118.50	39.21
NET OF REVENUES & EXPENDITURES		0.00	(721.50)	0.00	721.50	100.00
Fund 297 - HISTORICAL FUND						
000 - REVENUE		86,204.00	53,046.95	7,263.00	33,157.05	61.54
TOTAL REVENUES		86,204.00	53,046.95	7,263.00	33,157.05	61.54
797 - HISTORICAL COMMISSION		61,054.00	23,363.09	1,666.83	37,690.91	38.27
798 - CASTLE		11,650.00	7,916.05	1,440.27	3,733.95	67.95
799 - GOULD HOUSE		12,500.00	11,885.43	2,046.29	614.57	95.08
800 - COMSTOCK/WOODARD		1,000.00	547.99	145.00	452.01	54.80
TOTAL EXPENDITURES		86,204.00	43,712.56	5,298.39	42,491.44	50.71
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		86,204.00	53,046.95	7,263.00	33,157.05	61.54
TOTAL EXPENDITURES		86,204.00	43,712.56	5,298.39	42,491.44	50.71
NET OF REVENUES & EXPENDITURES		0.00	9,334.39	1,964.61	(9,334.39)	100.00
Fund 298 - HISTORICAL SITES FUND						
000 - REVENUE		125,000.00	117,199.88	1,788.20	7,800.12	93.76
TOTAL REVENUES		125,000.00	117,199.88	1,788.20	7,800.12	93.76
798 - CASTLE		113,000.00	200.00	0.00	112,800.00	0.18

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	01/31/2020 (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	NORMAL	(ABNORMAL)		
Fund 298 - HISTORICAL SITES FUND									
799 - GOULD HOUSE		12,000.00		8,460.00		5,818.00		3,540.00	70.50
800 - COMSTOCK/WOODARD		0.00		2,141.00		0.00		(2,141.00)	100.00
TOTAL EXPENDITURES		125,000.00		10,801.00		5,818.00		114,199.00	8.64
Fund 298 - HISTORICAL SITES FUND:									
TOTAL REVENUES		125,000.00		117,199.88		1,788.20		7,800.12	93.76
TOTAL EXPENDITURES		125,000.00		10,801.00		5,818.00		114,199.00	8.64
NET OF REVENUES & EXPENDITURES		0.00		106,398.88		(4,029.80)		(106,398.88)	100.00
Fund 325 - DEBT SERVICE-2010 GO BONDS									
000 - REVENUE		91,453.00		76,266.25		0.00		15,186.75	83.39
TOTAL REVENUES		91,453.00		76,266.25		0.00		15,186.75	83.39
905 - DEBT SERVICE		91,453.00		76,266.25		0.00		15,186.75	83.39
TOTAL EXPENDITURES		91,453.00		76,266.25		0.00		15,186.75	83.39
Fund 325 - DEBT SERVICE-2010 GO BONDS:									
TOTAL REVENUES		91,453.00		76,266.25		0.00		15,186.75	83.39
TOTAL EXPENDITURES		91,453.00		76,266.25		0.00		15,186.75	83.39
NET OF REVENUES & EXPENDITURES		0.00		0.00		0.00		0.00	0.00
Fund 327 - DEBT SERVICE									
000 - REVENUE		811,106.00		779,969.58		11,422.19		31,136.42	96.16
TOTAL REVENUES		811,106.00		779,969.58		11,422.19		31,136.42	96.16
905 - DEBT SERVICE		811,106.00		270,740.01		500.00		540,365.99	33.38
TOTAL EXPENDITURES		811,106.00		270,740.01		500.00		540,365.99	33.38
Fund 327 - DEBT SERVICE:									
TOTAL REVENUES		811,106.00		779,969.58		11,422.19		31,136.42	96.16
TOTAL EXPENDITURES		811,106.00		270,740.01		500.00		540,365.99	33.38
NET OF REVENUES & EXPENDITURES		0.00		509,229.57		10,922.19		(509,229.57)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT									
000 - REVENUE		0.00		715.50		0.00		(715.50)	100.00

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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
			01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 368 - 2009 SPECIAL ASSESSMENT								
TOTAL REVENUES		0.00	715.50	0.00	(715.50)	100.00		
Fund 368 - 2009 SPECIAL ASSESSMENT:								
TOTAL REVENUES		0.00	715.50	0.00	(715.50)	100.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		0.00	715.50	0.00	(715.50)	100.00		
Fund 370 - 2010 SPECIAL ASSESSMENT								
000 - REVENUE		0.00	67.19	0.00	(67.19)	100.00		
Fund 370 - 2010 SPECIAL ASSESSMENT:								
TOTAL REVENUES		0.00	67.19	0.00	(67.19)	100.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		0.00	67.19	0.00	(67.19)	100.00		
Fund 372 - 2011 SPECIAL ASSESSMENT								
000 - REVENUE		0.00	5,736.67	1,489.98	(5,736.67)	100.00		
Fund 372 - 2011 SPECIAL ASSESSMENT:								
TOTAL REVENUES		0.00	5,736.67	1,489.98	(5,736.67)	100.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		0.00	5,736.67	1,489.98	(5,736.67)	100.00		
Fund 374 - 2012 SPECIAL ASSESSMENT								
000 - REVENUE		0.00	13,227.56	3,377.69	(13,227.56)	100.00		
Fund 374 - 2012 SPECIAL ASSESSMENT:								
TOTAL REVENUES		0.00	13,227.56	3,377.69	(13,227.56)	100.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		0.00	13,227.56	3,377.69	(13,227.56)	100.00		
Fund 376 - 2013 SPECIAL ASSESSMENT								
000 - REVENUE		0.00	2,405.47	0.00	(2,405.47)	100.00		

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	NORMAL (ABNORMAL)	MONTH 01/31/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 376 - 2013 SPECIAL ASSESSMENT									
	TOTAL REVENUES		0.00	2,405.47	0.00	(2,405.47)	100.00		
Fund 376 - 2013 SPECIAL ASSESSMENT:									
	TOTAL REVENUES		0.00	2,405.47	0.00	(2,405.47)	100.00		
	TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
	NET OF REVENUES & EXPENDITURES		0.00	2,405.47	0.00	(2,405.47)	100.00		
Fund 382 - 2016 SPECIAL ASSESSMENT									
	000 - REVENUE		0.00	4,406.19	0.00	(4,406.19)	100.00		
	TOTAL REVENUES		0.00	4,406.19	0.00	(4,406.19)	100.00		
Fund 382 - 2016 SPECIAL ASSESSMENT:									
	TOTAL REVENUES		0.00	4,406.19	0.00	(4,406.19)	100.00		
	TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
	NET OF REVENUES & EXPENDITURES		0.00	4,406.19	0.00	(4,406.19)	100.00		
Fund 383 - 2017 SPECIAL ASSESSMENTS									
	000 - REVENUE		0.00	66,738.07	11,518.23	(66,738.07)	100.00		
	TOTAL REVENUES		0.00	66,738.07	11,518.23	(66,738.07)	100.00		
Fund 383 - 2017 SPECIAL ASSESSMENTS:									
	TOTAL REVENUES		0.00	66,738.07	11,518.23	(66,738.07)	100.00		
	TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
	NET OF REVENUES & EXPENDITURES		0.00	66,738.07	11,518.23	(66,738.07)	100.00		
Fund 384 - 2018 SPECIAL ASSESSMENTS									
	000 - REVENUE		0.00	180,127.67	19,701.49	(180,127.67)	100.00		
	TOTAL REVENUES		0.00	180,127.67	19,701.49	(180,127.67)	100.00		
Fund 384 - 2018 SPECIAL ASSESSMENTS:									
	TOTAL REVENUES		0.00	180,127.67	19,701.49	(180,127.67)	100.00		
	TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
	NET OF REVENUES & EXPENDITURES		0.00	180,127.67	19,701.49	(180,127.67)	100.00		

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020 (NORMAL (ABNORMAL))	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 385 - 2019 SPECIAL ASSESSMENTS						
000 - REVENUE		0.00	189,439.29	11,627.30	(189,439.29)	100.00
TOTAL REVENUES		0.00	189,439.29	11,627.30	(189,439.29)	100.00
Fund 385 - 2019 SPECIAL ASSESSMENTS:						
TOTAL REVENUES		0.00	189,439.29	11,627.30	(189,439.29)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	189,439.29	11,627.30	(189,439.29)	100.00
Fund 397 - 2009 LTGO DEBT						
000 - REVENUE		76,023.00	15,136.25	0.00	60,886.75	19.91
TOTAL REVENUES		76,023.00	15,136.25	0.00	60,886.75	19.91
905 - DEBT SERVICE		76,023.00	15,136.25	0.00	60,886.75	19.91
TOTAL EXPENDITURES		76,023.00	15,136.25	0.00	60,886.75	19.91
Fund 397 - 2009 LTGO DEBT:						
TOTAL REVENUES		76,023.00	15,136.25	0.00	60,886.75	19.91
TOTAL EXPENDITURES		76,023.00	15,136.25	0.00	60,886.75	19.91
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 401 - CAPITAL PROJECT FUND						
000 - REVENUE		290,395.00	374,450.89	0.00	(84,055.89)	128.95
TOTAL REVENUES		290,395.00	374,450.89	0.00	(84,055.89)	128.95
000 - REVENUE		324,745.00	131,039.80	6,172.67	193,705.20	40.35
TOTAL EXPENDITURES		324,745.00	131,039.80	6,172.67	193,705.20	40.35
Fund 401 - CAPITAL PROJECT FUND:						
TOTAL REVENUES		290,395.00	374,450.89	0.00	(84,055.89)	128.95
TOTAL EXPENDITURES		324,745.00	131,039.80	6,172.67	193,705.20	40.35
NET OF REVENUES & EXPENDITURES		(34,350.00)	243,411.09	(6,172.67)	(277,761.09)	708.62
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM						
000 - REVENUE		2,274,807.00	26,990.23	1,624.92	2,247,816.77	1.19
TOTAL REVENUES		2,274,807.00	26,990.23	1,624.92	2,247,816.77	1.19

PERIOD ENDING 01/31/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED	BUDGET	01/31/2020	MONTH	01/31/2020	BALANCE	
				NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM								
270 - ADMINISTRATIVE		0.00		1,051.00		0.00	(1,051.00)	100.00
966 - TRANSFERS OUT		2,274,807.00		2,947,710.00		1,047,710.00	(672,903.00)	129.58
TOTAL EXPENDITURES		2,274,807.00		2,948,761.00		1,047,710.00	(673,954.00)	129.63
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM:								
TOTAL REVENUES		2,274,807.00		26,990.23		1,624.92	2,247,816.77	1.19
TOTAL EXPENDITURES		2,274,807.00		2,948,761.00		1,047,710.00	(673,954.00)	129.63
NET OF REVENUES & EXPENDITURES		0.00		(2,921,770.77)		(1,046,085.08)	2,921,770.77	100.00
Fund 466 - CAPITAL PROJECTS-BUILDING AUTH								
000 - REVENUE		0.00		250.45		28.78	(250.45)	100.00
TOTAL REVENUES		0.00		250.45		28.78	(250.45)	100.00
Fund 466 - CAPITAL PROJECTS-BUILDING AUTH:								
TOTAL REVENUES		0.00		250.45		28.78	(250.45)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		250.45		28.78	(250.45)	100.00
Fund 494 - CAPITAL PROJECTS FUND								
000 - REVENUE		10,000.00		248.24		28.50	9,751.76	2.48
TOTAL REVENUES		10,000.00		248.24		28.50	9,751.76	2.48
270 - ADMINISTRATIVE		10,000.00		0.00		0.00	10,000.00	0.00
TOTAL EXPENDITURES		10,000.00		0.00		0.00	10,000.00	0.00
Fund 494 - CAPITAL PROJECTS FUND:								
TOTAL REVENUES		10,000.00		248.24		28.50	9,751.76	2.48
TOTAL EXPENDITURES		10,000.00		0.00		0.00	10,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		248.24		28.50	(248.24)	100.00
Fund 497 - CAPITAL PROJECTS-SUBDIVISION								
000 - REVENUE		0.00		10,674.50		0.00	(10,674.50)	100.00
TOTAL REVENUES		0.00		10,674.50		0.00	(10,674.50)	100.00

PERIOD ENDING 01/31/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED	BUDGET	01/31/2020	MONTH	01/31/2020	BALANCE	
				NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 497 - CAPITAL PROJECTS-SUBDIVISION								
Fund 497 - CAPITAL PROJECTS-SUBDIVISION:								
TOTAL REVENUES		0.00		10,674.50		0.00	(10,674.50)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		10,674.50		0.00	(10,674.50)	100.00
Fund 588 - TRANSPORTATION FUND								
000 - REVENUE		75,279.00		41,845.30		41,840.94	33,433.70	55.59
TOTAL REVENUES		75,279.00		41,845.30		41,840.94	33,433.70	55.59
200 - GEN SERVICES		75,279.00		62,938.74		0.00	12,340.26	83.61
TOTAL EXPENDITURES		75,279.00		62,938.74		0.00	12,340.26	83.61
Fund 588 - TRANSPORTATION FUND:								
TOTAL REVENUES		75,279.00		41,845.30		41,840.94	33,433.70	55.59
TOTAL EXPENDITURES		75,279.00		62,938.74		0.00	12,340.26	83.61
NET OF REVENUES & EXPENDITURES		0.00		(21,093.44)		41,840.94	21,093.44	100.00
Fund 590 - SEWER FUND								
000 - REVENUE		2,801,735.00		955,475.56		3,142.54	1,846,259.44	34.10
TOTAL REVENUES		2,801,735.00		955,475.56		3,142.54	1,846,259.44	34.10
200 - GEN SERVICES		1,648,648.00		937,478.27		116,336.18	711,169.73	56.86
549 - SEWER OPERATIONS		562,292.00		89,916.45		17,524.56	472,375.55	15.99
901 - CAPITAL OUTLAY		540,000.00		83,401.75		21,570.75	456,598.25	15.44
905 - DEBT SERVICE		50,795.00		5,397.33		0.00	45,397.67	10.63
TOTAL EXPENDITURES		2,801,735.00		1,116,193.80		155,431.49	1,685,541.20	39.84
Fund 590 - SEWER FUND:								
TOTAL REVENUES		2,801,735.00		955,475.56		3,142.54	1,846,259.44	34.10
TOTAL EXPENDITURES		2,801,735.00		1,116,193.80		155,431.49	1,685,541.20	39.84
NET OF REVENUES & EXPENDITURES		0.00		(160,718.24)		(152,288.95)	160,718.24	100.00
Fund 591 - WATER FUND								
000 - REVENUE		3,614,094.00		1,864,273.64		(9,750.72)	1,749,820.36	51.58
TOTAL REVENUES		3,614,094.00		1,864,273.64		(9,750.72)	1,749,820.36	51.58
200 - GEN SERVICES		465,284.00		282,231.77		37,239.03	183,052.23	60.66

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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
552 - WATER UNDERGROUND		612,939.00	321,745.70	47,259.93	291,193.30	52.49
553 - WATER FILTRATION		1,035,427.00	606,529.02	82,117.87	428,897.98	58.58
901 - CAPITAL OUTLAY		455,000.00	395,371.24	44,709.49	59,628.76	86.89
905 - DEBT SERVICE		611,082.00	438,156.25	0.00	172,925.75	71.70
TOTAL EXPENDITURES		3,179,732.00	2,044,033.98	211,326.32	1,135,698.02	64.28
Fund 591 - WATER FUND:						
TOTAL REVENUES		3,614,094.00	1,864,273.64	(9,750.72)	1,749,820.36	51.58
TOTAL EXPENDITURES		3,179,732.00	2,044,033.98	211,326.32	1,135,698.02	64.28
NET OF REVENUES & EXPENDITURES		434,362.00	(179,760.34)	(221,077.04)	614,122.34	41.38
Fund 599 - WASTEWATER FUND						
000 - REVENUE		2,052,374.00	1,168,796.19	138,990.69	883,577.81	56.95
TOTAL REVENUES		2,052,374.00	1,168,796.19	138,990.69	883,577.81	56.95
548 - WASTEWATER OPERATIONS		1,627,374.00	981,155.06	144,688.24	646,218.94	60.29
901 - CAPITAL OUTLAY		525,000.00	147,720.89	13,145.21	377,279.11	28.14
TOTAL EXPENDITURES		2,152,374.00	1,128,875.95	157,833.45	1,023,498.05	52.45
Fund 599 - WASTEWATER FUND:						
TOTAL REVENUES		2,052,374.00	1,168,796.19	138,990.69	883,577.81	56.95
TOTAL EXPENDITURES		2,152,374.00	1,128,875.95	157,833.45	1,023,498.05	52.45
NET OF REVENUES & EXPENDITURES		(100,000.00)	39,920.24	(18,842.76)	(139,920.24)	39.92
Fund 661 - FLEET MAINTENANCE FUND						
000 - REVENUE		1,215,746.00	443,226.08	66,490.27	772,519.92	36.46
TOTAL REVENUES		1,215,746.00	443,226.08	66,490.27	772,519.92	36.46
891 - FLEET MAINTENANCE		277,241.00	206,332.14	34,777.62	70,908.86	74.42
901 - CAPITAL OUTLAY		938,505.00	238,352.56	81,696.60	700,152.44	25.40
TOTAL EXPENDITURES		1,215,746.00	444,684.70	116,474.22	771,061.30	36.58
Fund 661 - FLEET MAINTENANCE FUND:						

Fund 661 - FLEET MAINTENANCE FUND:

PERIOD ENDING 01/31/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - FLEET MAINTENANCE FUND						
TOTAL REVENUES		1,215,746.00	443,226.08	66,490.27	772,519.92	36.46
TOTAL EXPENDITURES		1,215,746.00	444,684.70	116,474.22	771,061.30	36.58
NET OF REVENUES & EXPENDITURES		0.00	(1,458.62)	(49,983.95)	1,458.62	100.00
TOTAL REVENUES - ALL FUNDS		26,752,523.00	16,076,736.87	1,809,506.20	10,675,786.13	60.09
TOTAL EXPENDITURES - ALL FUNDS		26,442,289.00	16,925,289.14	2,693,470.01	9,516,999.86	64.01
NET OF REVENUES & EXPENDITURES		310,234.00	(848,552.27)	(883,963.81)	1,158,786.27	273.52

NEW BUSINESS:

BUDGETING:

- All Committees, Sub-Committees, & Team will be working on updating and creating new work plans for our annual budgeting process.

2020/2021 STRATEGIC PLANNING INITIATIVE REMINDER:

During the Board Retreat the Board determined that two board-level initiatives should take place over the next year. They are as follows:

1. Develop a comprehensive volunteer recruitment & retention strategy that increases the capacity of the overall program; and
2. Develop a fund generation structure/program (in addition to DDA & TIF funding) that secures adequate financial resources for building program capacity.

CUSTOMER SERVICE TRAINING:

- Another large discussion during the Board Retreat was the need for district-wide customer service training. The Board agreed to research and work with local stakeholders to organize this training for all downtown businesses.
- After a brief discussion with the City Manager, there is interest to have all city staff to take part in this training as well. This will aid in our RRC process.
- It would be beneficial to start discussing a plan of action on this initiative.

HIGH CAPACITY EV CHARGING STATIONS:

- Downtown Owosso has received a Consumers Power, PowerMIDrive Grant that will aid in the purchase and installation of one high-capacity EV charging station with our district.
- The grant will provide approximately \$120,000.00 of the \$150,000.00 cost associated with the purchase & installation of this type of station. This leaves a need of \$30,000.00 from matching funds to complete the project.
- OMS/DDA Director will be meeting with grant organizers in late February to determine final costs. Once final costs are determined, the city & OMS/DDA will know what matching dollars are needed.
- Installation of the EV station is proposed for late-spring 2020.

NATIONAL PARKS SERVICE FACADE IMPROVEMENT GRANT PROGRAM:

- The Michigan Main Street Center has submitted an application to the NPS to be one of 4 states to be selected for this program.
- Prior to their submission to the NPS, they requested all Main Street Communities in the state to submit an internal application for selection to the grant application.

- OMS/DDA Director submitted an application to the state and Owosso Main Street was chosen as 1 of the 5 communities in Michigan to be added to the State's application.
- If Michigan is chosen as one of the four states to get NPS grant dollars Owosso will receive funding for projects.

DIRECTOR-LED INITIATIVES:

MATCH ON MAIN:

- The first Match on Main recipient from Owosso - Nom Nom Sweeties has finished all work. Final grant closeout will be completed later this month. Press releases from both OMS/DDA & the MEDC will happen shortly after.
- We had 6 applicants for Round 1 of the 2020 MOM Grant - more than any other community in the state. Grant awards will be announced on February 21st.
- **TIMELINE Round Two of the 2020 MOM Grant:**
 - **March 30, 2020**= FY20 (ROUND TWO) Program documents released
 - **April 8, 2020**= Informational Webinar for Applicants
 - **April 12, 2020**= *Business must be engaged with SBDC no later than April 12, 2020 to allow for enough time for business plan to be reviewed and refined*
 - **May 4-17, 2020**= Application submission window open. Deadline 11:59pm on May 17, 2020
 - **May 18-22, 2020**= Applications reviewed for eligibility
 - **May 25-29, 2020**= If deemed applicable by the MEDC at its sole discretion, technical errors within the submitted application may be addressed and corrected by the Applicant and resubmitted no later than 11:59pm on May 29, 2020
 - **June 1-11, 2020**= Application Scored by MEDC Review Team and Grantees Selected
 - **June 12, 2020**= Applicants notified of grant status
 - **June 12 - July 3, 2020**= Grant Agreements created and executed

FACADE GRANTS:

- All construction has been completed. Final punch-list activities have been completed at all locations.
- All required plans & standards have been created and approved by city council.
- Formal, complete closeout of the grant is being scheduled with the MEDC for early March 2020.
- The director will start recruiting new applicants for another round of facade grants next year. The first step is design renderings and cost estimates.
- A meeting with the CATeam leader (Charles Donaldson) took place on Tuesday, November 5th to go over the next steps. Due to new state budget initiatives, Mr. Donaldson recommended that we pause future facade grant preparations. Once state initiatives are finalized, we can proceed.



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BUILD EXPERIENCE:

- OMS/DDA Director was 1 of only 30 people in the state to be invited to a BUILD Experience meeting in Detroit, MI on October 9, 2019. The seminar provided a tour of the BUILD Institute and talked about how communities can create & nurture an entrepreneurial culture in local communities.
- More updates will follow as the MEDC works to select & develop a process to bring the BUILD model to other communities. Owosso Main Street/DDA is a part of the conversation.

OMS/DDA WEBSITE:

- The 2nd phase of the website is completed! The designer (AJ Morris) has completed the shopping website for Downtown Owosso and we conducted a series of trainings for downtown business owners in October to help them sign up to the site. In addition, we have created tutorial videos for business owners to help set up their account remotely (at the home or in their business).
- We have 5 businesses signed up to take part in the store. Our hope is to get an additional 10 businesses to get their stores up and running before summer 2020.
- OMS/DDA Director is also working with the designer to add the following to the site:
 - a “Resource” Section to the website that will help advertise the new EV programs that we have developed over the past several months.
 - a “DDA” section to the website that will share the program’s revenue & expense numbers; this is needed to fulfill the requirements of the new state law for DDAs.
 - we will be updating the event calendar to a more intuitive layout. Our hope it to still have everything linked to social media event pages. We will also add an event creation option within the site.
 - we will be connecting the volunteer section to our Notion database - this will allow those interested in volunteering to sign-up to our Notion-based volunteer database.
 - we will be adding a custom day-trip survey that will assess a potential visitor’s needs and provide pre-determined day-trip itineraries.

SECURITY CAMERAS:

- OMS/DDA is still pending Retriever Solutions to schedule installation of all cameras
- All locations have been selected and all access has been acquired.
- OMS/DDA Director can email board members camera locations if requested.
- The mission is to have all cameras installed in spring 2020.

OMS/DDA REPORT/PRESENTATION:

- The OMS/DDA Director is developing a report & presentation that will accumulate 10-years of Main Street data.
- This report & presentation will be completed by the end of March.

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- As information is gathered the OMS/DDA Director is drafting new materials for the program. Attached are new “Who we Are”; Transformation Strategy; Mission & Vision; and Statistic Documentation. Please review and provide input.

FUTURE CONTRACTED SERVICES:

- Services:
 1. Volunteer Database
 2. Project/Work Plan Management Software start-up
 3. Connect Downtown Coordinator.
- Kaitlyn Springsdorf has completed the training template for “Connect Downtown”. A vision statement has been developed and a training will be scheduled for Spring 2020.
- Adam Perry has been contracted to create, train, and implement a new project management software called “Notion” for OMS. This new software will streamline our work plan process, make information more assessable to volunteers, help us build out a more robust volunteer database, and make monthly reporting to the state much easier. Adam presented the program to the board during the November board meeting. Adam will be training both the board & committee members throughout March & April 2020.
- After speaking with Adam, it appears that a volunteer database can be formed within the Notion software. Adam will be developing this database as we continue all training and buildout of Notion. We will also be linking this software to our website to help streamline our volunteer pipeline.

DIRECTOR ADVOCACY/IMPACT

The National Main Street Center is encouraging local directors across the country to start measuring the impact that they have on their local communities. Reviewing data, the following is the financial impact the Director’s office has had in revitalization since 2013:

- Since 2013 the Director’s office has generated (through networking stakeholders with national tax incentive programs; advocating for Downtown Owosso’s program at a national & state level; and applying for State grants & services) \$2,449,222.00 for downtown revitalization efforts.
- That breaks down to \$408,203.67 per year. The Director’s services (and subsequent salary) make a return on investment of 6.5 times per year. Meaning, the Director’s leadership efforts sextuple the OMS/DDA Board’s & City’s investment in that position. That’s a pretty good return.
- This does not count the “social capital” investment that is developed through volunteer recruitment and organizational collaboration efforts.



DESIGN & BUSINESS VITALITY

NEW COMMITTEE STRUCTURE:

- Over the past year we have made some significant additions and changes to this committee resulting in very busy monthly meetings. In response, the committee is trying a new structure to aid in focus and organization of individual projects.
- They will be focusing on four different “Task Force”/Sub-Committee teams that will meet separately to focus on overarching goals within that interest. Each Task Force or Sub-Committee will be in charge of multiple work plans.
- The 4 teams are as follows:
 1. Entrepreneurial Ecosystem Sub-Committee
 2. Beautification Task Force
 3. Streetscape Task Force
 4. Preservation & Design Sub-Committee
- These teams will NOT be required to meet monthly, they only need to meet in a way that accomplishes/completes the work plans they oversee.
- Monthly Design & BV Committees meetings will focus on RLF reviews and team updates.

REVOLVING LOAN/GRANT PROGRAM:

- A total of 8 Applications have been submitted and reviewed by the Design & Business Vitality Committee (5 grants & 5 Loans). All were approved.
- These applications total to be \$59,575.00 in grants and \$206,975.00 in loans for a grand-total of \$266,550.00.
- These grants and loans will help develop up to 32 new residential units with in our district; 24 of which will be brand new conversions from vacant/underutilized space. Additionally, two vacant storefronts will be reactivated - one of which is located within the Westtown district.
- 2 more applications will be reviewed during the February Design & BV Meeting. One \$40,000.00 loan and One grant for architectural services for two upper-level residential units.
- My long-term view on the grants: I could see up to (maybe more) \$370,000.00 in residential development grants happening for at least 8-9 large projects in the downtown (counting the grants I have listed above). This would bring at least 76-89 new residential units (a conservative #) into our district - 76 residential units that never existed before in the downtown. That's up to 152-191 new people living downtown. NOTE: I am being conservative with these numbers. That \$320,000.00 could help facilitate (conservatively) \$48-million dollars of private/public investment to make those units happen. That's a good return in my opinion. ;-) It's also 8-9 historic properties preserved, maintained, and cash-flowing for the next generation. ;-) A MUCH better legacy than the one we were handed.



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ENTREPRENEURIAL ECOSYSTEM SUB-COMMITTEE:

- We completed the 2nd service with Matt Wagner.
- The final report has been completed and submitted by Matt (emailed to you in January). Recommendations are as follows:
 1. Develop a comprehensive Pop-Up Program;
 2. Develop a shared Kitchen Incubator/Facility;
 3. Find/Create innovative rural financing tools.
- A meeting is scheduled with Patrice Martin to discuss her leading the forward implementation of Matt's recommendations and all EE activities. My hope is to form a sub-committee under Design & BV for these efforts. Our meeting is scheduled for: Thursday, February 20th at 11:30am.
- We had a very successful "makers" meeting on 10/1 with local businesses that produce their own goods. The National Main Street Center will be working with us to see the viability of creating way to attract additional makers to our community.
- The plan is to continue these "maker" meetings to help facilitate a culture conducive to both support current makers and attract new individuals interested in starting that type of business.

BEAUTIFICATION TASK FORCE PROJECTS:

- The Beautification Task Force will start meeting regularly in late February.
- New, industrial-grade flower baskets have been installed on the Washington Street bridge - replacing ones that have continually been vandalized since they were installed two years ago.
- The Beautification Task Force is going to start fundraising for this year's flower program.
- They will also be looking at all other downtown beautification efforts.

STREETSCAPE TASK FORCE:

- Due to the State's recent budget discussions, the funding source in which streetscape grants were coming from is now limited. As a result, any grant application has been put on hold. The OMS/DDA Director will continue discussing this application with the CATeam leader.
- Efforts to repair & upgrade Exchange Street will continue using money from the 494 fund.
- After Exchange Street improvements, if 494 funds still remain - they will be used to purchase new planters for Main Street.

WAY-FINDING TASK FORCE:

- Map sign bases are complete and pending DPW install.
- Map insert designs are complete and are pending manufacture.
- A select sub-committee is still meeting to develop & implement a digital way-finding system for downtown. The main thing needed for to implement this program is to find sponsorships to purchase the hardware needed.



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GRUBSTAKE WORKSHOP: (FOLLOW-UP):

- The team agreed to start meeting regularly to research/plan program framework.
- A regular scheduled meeting still needs to be developed.

PROPERTY DEVELOPMENT:

- The OMS/DDA Director is in continuing conversations with new and old downtown property owners regarding the redevelopment of their buildings. The below projects are actively working together with the OMS Director, the City and MEDC to find the best path for redevelopment. Some conversations at this point are confidential but the properties I can mention are:
 - Ludington Electric Property
 - The former City Club Building
 - The Matthews Building
 - Owosso Middle School
 - 800 W. Main Building
 - 113 & 115 E. Main Street
 - 108 E. Exchange Street
 - 110 N. Washington Street

PROMOTION & OUTREACH

UPCOMING EVENTS:

March 13 OR 20 = Ladies Night Out; 5-9pm (Shopping Event) - final date TBD

April 11 = Bunny, Hop, Shop; 10am-4pm (Shopping Event)

May 4 = Downtown Owosso Farmers Market Opening Day; Downtown Owosso Farmers Market

May 4 = Downtown Spring Open House; 9am-4pm (Shopping Event)

FUND GENERATION:

- The committee will be using the current sponsorship form to search for event sponsors until and new fund generation strategy is developed.

EVENTS:

- All event sub-committees have been taking a break after a VERY busy 4th quarter of events.
- Downtown saw record numbers of attendees during our holiday events. Mainly because of great weather during each event. Weather always helps.
- In February we did conduct our annual Chocolate Walk. This event sold out for its third year in a row. We were able to raise \$3,000.00 for all the website improvements I mentioned above.
- All event sub-committee will start meeting again in March or April.



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VOLUNTEER RECRUITMENT:

- Another Volunteer Owosso Event will be scheduled at Foster Coffee again this year to aid in volunteer recruitment. We will be using our newly Notion program to aid in better follow-up and communication with perspective volunteers. The event will be schedule for either late March or early May.
- A Volunteer Party should be planned sometime this summer.

BUSINESS DEVELOPMENT (POSSIBLY TO BE ADDED TO EE SUB-COMMITTEE):

- The Business Collaboration & Education sub-committee is working on “business-ran” retail shopping events for the district. These will be retail events that individual businesses will take lead on and coordinate with other downtown retailers. OMS/DDA will help in the coordination and with promoting the events.
 - The committee will be meeting on Monday, February 24th to develop all 2020 Retail Shopping Events.
- OMS/DDA Director is working with Heather Brooks to start putting together our Business Investment Guide. As an addition to this project, the director will be working with our City Manager to create a business information booklet. This booklet will help educate new business & property owners when the join downtown (permits, licensing, snow removal, signage, etc..). The development guide will have much of this info, we will just move it to another template.

DOWNTOWN OWOSSO MARKET INITIATIVE (DOMI):

- ~~After the 10-year videos are completed the committee will develop a list of new video promotions for the 4th Quarter - to be released in late September. The OMS/DDA Director delayed these videos due to budget concerns, but we are moving forward with them in the following months. Additional fundraising will be needed.~~

OMS/DDA VIDEO SERIES:

- This project was put on hold due to budget concerns. OMS/DDA Director is working to find funding to finish a 3-part series celebrating Main Street in Owosso.

“PROGRAM PARKING-LOT”

OMS WORK PLAN DEVELOPMENT:

- Work Plan Parking-Lot” - meaning that they are waiting for a Work Plan Leader. Committee Chairs are currently looking for leaders for these projects. Work Plans are:
 - Historic Design Booklet - ***being completed with OMS & HDC collaboration***
 - Volunteer Party
 - Downtown Workshops
 - Downtown Business Videos
 - Downtown Discussions - ***Owosso Friends & Neighbors is fulfilling this***
 - Open Streets Owosso
 - Volunteer Program



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OTHER PROJECT IDEAS:

- Downtown Snow removal - turn it into something similar to the watering program. We just need to find funding and/or sponsorships for equipment costs.
- Business Recruitment Team - there has been discussion about forming a team of downtown stakeholders to create a team to visit other communities and recruit new businesses
- Business Education Team - there has been discussion about forming a team of business owners that would volunteer their services to work with new business owners.
- Development Team - there has been discussion about forming a team to help property owners and/or new business owners with potential property development - navigate permitting, find incentives, etc. The vision is a 5 person team (city official, building official; commercial realtor; long-time business owner; & commercial lender).

NOTE: THIS REPORT DOES NOT COMMUNICATE THE OTHER PROJECTS/RESPONSIBILITIES THE OMS/DDA DIRECTOR IS IN CHARGE OF WITH THE FOLLOWING DEPARTMENTS (PER HIS MOU WITH THE CITY):

- *DOWNTOWN HISTORIC DISTRICT COMMISSION*
- *CERTIFIED LOCAL GOVERNMENT DESIGNATION UPKEEP*
- *ADDITIONAL COMMUNITY DEVELOPMENT ACTIVITIES*



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MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
FEBRUARY 5, 2020 AT 7:33 A.M.
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:33 A.M.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Mayor Chris Eveleth, Commissioner Bobbi Fuller, Commissioner Jon Moore, Commissioner Lance Omer, Commissioner Theresa Trecha and Commissioner Jim Woodworth.

MEMBERS ABSENT: Commissioner Ken Cushman

OTHERS PRESENT: Josh Adams, DDA Director; Albert Martinez, OHC Executive Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES FOR THE MEETING HELD JANUARY 8, 2019.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: Chairman Acton welcomed and extended congratulations to the newly selected OHC Executive Director Albert Martinez who expressed his desire to be inclusive of leaders of various organizations to impact each other and grow the entire community.

ITEMS OF BUSINESS:

1) CHECK REGISTER – No Discussion

IT WAS MOVED BY AUTHORITY EVELETH, SUPPORTED BY AUTHORITY MEMBER FULLER TO APPROVE THE CHECK REGISTER FOR JANUARY, 2020 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) FEBRUARY 2020 BUDGET REPORT- Most of the TIF Revenue has been received along with the general property tax dollars. The budget is almost breaking even. Substantial fund raising will need to occur, particularly in the design committee for the flower program. Almost \$10,000 has been budgeted in the maintenance line item for the upcoming year.

3) 2020/2021 Work Committees & Work Plans – The board was provided a list of OMS/DDA Promotion & Outreach Committee members along with Sub-Committees. The OMS/DDA Promotion & Outreach 2020 and OMS/DDA Design & Business Vitality 2020 Work Plans were also presented listing current and/or projected events for the 2020/2021 upcoming year. The task force model with subcommittees will be utilized to allow committees to be more effective. All current work plans will be entered into Notion App. Training will be offered.

COMMITTEE UPDATES:

- 1) **Design and Business Vitality** – Grant/Loan applications recommendations for changes are being noted for changes going forward. Gaps have been noticed in the review process. Recommendations for application changes may be presented at the March meeting. The spirit behind the program is to spur development. It has been suggested meeting with the applications as a portion of the review to clear up questions that arise during the review process. Further discussion offered ideas for changes and a reminder of the original intent of the program.
- 2) **Promotion & Outreach** – Chocolate Walk is this Friday, February 7th. Ticket sales have been a little slow. The committee is gearing up to implement the work plans as previously discussed.
- 3) **Business Owners Committee** – Nick Pidek conducted a presentation to show businesses how they can use demographic and marketing data to increase their businesses. Resources were offered. Attendance was low. A plan will be put in place to offer the presentation again with commitments for attendance of a minimum of 10 businesses represented. DDA will sponsor the presentation by offering Mr. Pidek a negotiated amount.
- 4) **Manager Updates** – “My Drive Rebate” from Consumers Energy has been awarded to City of Owosso. A \$30,000 investment is required with several substantial rebates offered. It will be located in the Public Safety Parking Lot. It is one station with 2 chargers. Users will not be charged a fee. Further information will be coming.

Board Continuing Education/Information:

- **Director Report** – Quarterly Mainstreet meeting will be held in Milan on March 24, 2020. No fee is charged. The National Mainstreet Conference is being held May 18-20th in Dallas, Texas. Board Members are invited to attend both events.

PUBLIC COMMENTS: None

BOARD COMMENTS: None

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:20 A.M.

AYES: ALL. MOTION CARRIED.